



U.S. Department **of**  
Transportation  
Office of the Secretary  
of Transportation

**ORDER**

**DOT 2730.4**

**8/7/86**

# **POST-1956 MILITARY SERVICE DEPOSIT PROCEDURES**





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Transportation  
Office of the Secretary  
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# ORDER

DOT 2730.4

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**Subject: POST-1956 MILITARY SERVICE DEPOSIT PROCEDURES**

1. **PURPOSE.** This Order establishes the procedures for processing **post-1956** military service deposits for civilian retirement purposes within the Department of Transportation.
2. **REFERENCES.**
  - a. Federal Personnel Manual Letter **831-77**, Civil Service Retirement, Service Credit Deposits for **Post-1956** Military Service, dated March **10, 1983**.
  - b. Office of Personnel Management, Payroll Office Letter, dated March **10, 1983**.
  - c. Departmental Personnel Manual Bulletin **831-12**, Processing **Post-1956** Military Service Credit Deposit Applications through Consolidated Uniform Payroll System, dated January **9, 1984**.
  - d. Federal Personnel Manual Letter **831-80**, Civil Service **Retirement--**Service Credit Deposits for **Post-1956** Military Service, dated February **23, 1984**.
  - e. Office of Personnel Management, Payroll Office Letter, dated August **15, 1984**.
  - f. Memorandum from Director of Financial Management to Financial Management Committee Members and Chief, Budget and Accounting Branch, The Alaska Railroad, Service Credit Deposits for **Post-1956** Military Service, dated November **11, 1984**.
  - g. Federal Personnel Manual Letter **831-83**, Civil Service Retirement, **Post-1956** Military Service Deposit Certification and Payment for Military Services after Retirement, dated November **19, 1984**.
  - h. Office of Personnel Management, Payroll Office Letter No. **85-3**, dated March **22, 1985**.

3. **SCOPE.** This Order pertains only to the processing of **post-1956** military service deposits for those employees with all or part of their military service occurring on or after January **1, 1957**, and who do not wish their Civil Service Retirement System (**CSRS**) annuity adjusted when they are **62** years old and eligible for social security. This Order does not apply to deposits or redeposits for purposes other than **post-1956** military service as provided in the Omnibus Budget Reconciliation Act of **1982**, Public Law **97-253**. This Order applies to all Departmental organizations serviced by the Consolidated Uniform Payroll System.

For the Secretary of Transportation:



Melissa J. Allen  
For the Assistant Secretary  
for Administration

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## CHAPTER I

### GENERAL

#### 1. BACKGROUND.

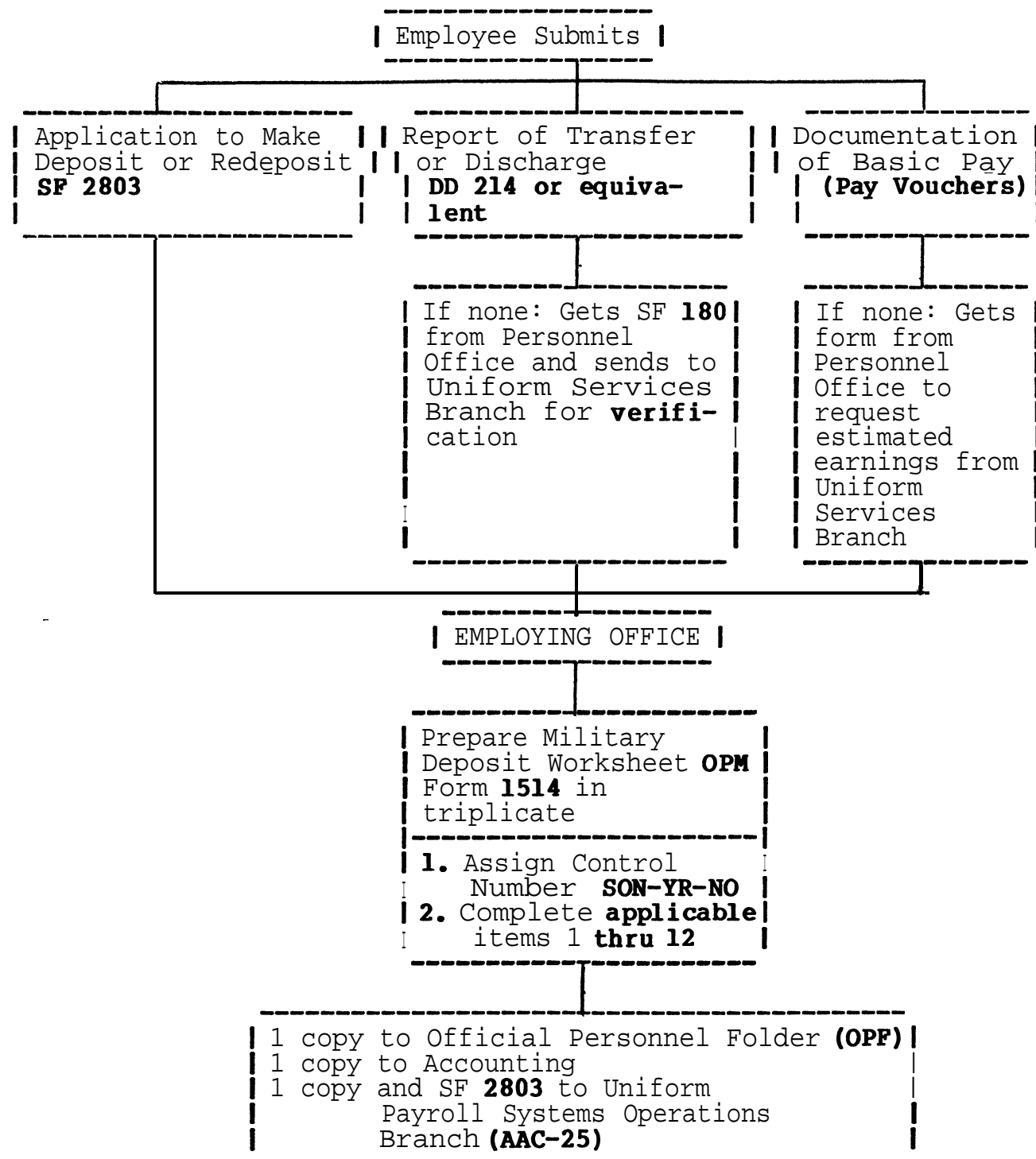
- a. The Omnibus Budget Reconciliation Act of **1982**, Public Law **97-253**, amended the Civil Service Retirement System (**CSRS**) law to require a deposit for **post-1956** military service.
  - (1) The law provides that any individual first employed in a position subject to **CSRS** on or after October **1, 1982**, shall receive credit for **post-1956** military service only if he or she deposits with his or her employing agency a sum equal to seven percent (**7%**) of the military pay he or she received for such **post-1956** military service. Individuals who were first employed under the **CSRS** before October **1, 1982**, have the option of either continuing under the previous law, and potentially undergoing an annuity reduction for **post-1956** military service at age **62**, or making the deposit for such military service and avoiding a possible annuity reduction.
  - (2) The law also provides for an interest-free grace period after which interest is accrued and compounded annually. The law specifies that no interest would be charged if a military deposit were fully paid before October **1, 1984**.
- b. Public Law **98-94** extended the interest-free grace period to October **1, 1985**. Accordingly, under the law, the earliest date that interest will be charged to employees who have not fully paid their military service deposits is October **1, 1986**. However, for those who were first employed under the **CSRS** on or after October **1, 1983**, the interest-free grace period ends two years after the individual first became employed under the **CSRS**, and interest will be charged one year later.
- c. In **1983**, the Department of Transportation began accepting payments from employees for military service deposits. The initial payments were processed manually due to the extensive modifications that were required to the Department's Consolidated Uniform Payroll System (CUPS) in order to process the military service deposits on an automated basis.

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- d. In February 1986, the modified version of CUPS was put into effect. This enhanced version provides for the completely automated processing of military service deposits. Features included in the modified version are: (1) the establishment of the employee's military service account with monitoring capabilities; (2) recording of payments in the account; (3) computation and recording of interest in the account; (4) on-line query capabilities that provide all pertinent data about the account; and, (5) the generation of required forms, internal and external reports to the employee and Departmental and Office of Personnel Management staffs.
2. **POLICY.** The Office of Personnel Management is responsible for prescribing the general policy on **post-1956** military service deposits. To comply with Office of Personnel Management's policy, the Department will provide efficient, effective and uniform procedures for processing **post-1956** military service deposits.
  3. **RESPONSIBILITIES.**
    - a. The Personnel Officer in the Operating Administrations and the Office of the Secretary is responsible for:
      - (1) Ensuring trained personnel are available to counsel employees on retirement and related matters, including the procedures for processing **post-1956** military service deposits.
      - (2) Ensuring that employees are provided with sufficient information to make an informed decision on whether or not to make deposits.
      - (3) Ensuring the accurate completion of **OPM Form 1514**, Military Deposit Worksheet, and its proper distribution within the Department.
      - (4) Ensuring that employees leaving the Department and surviving spouses of employees having **post-1956** military service are provided current information on the status of deposits.
    - b. The Accounting Officer in the Operating Administrations and the Office of the Secretary is responsible for:
      - (1) Ensuring that adequate control is maintained over the flow of **OPM Form 1514** from the personnel office through the accounting office to the payroll office to assure that all forms are processed promptly.

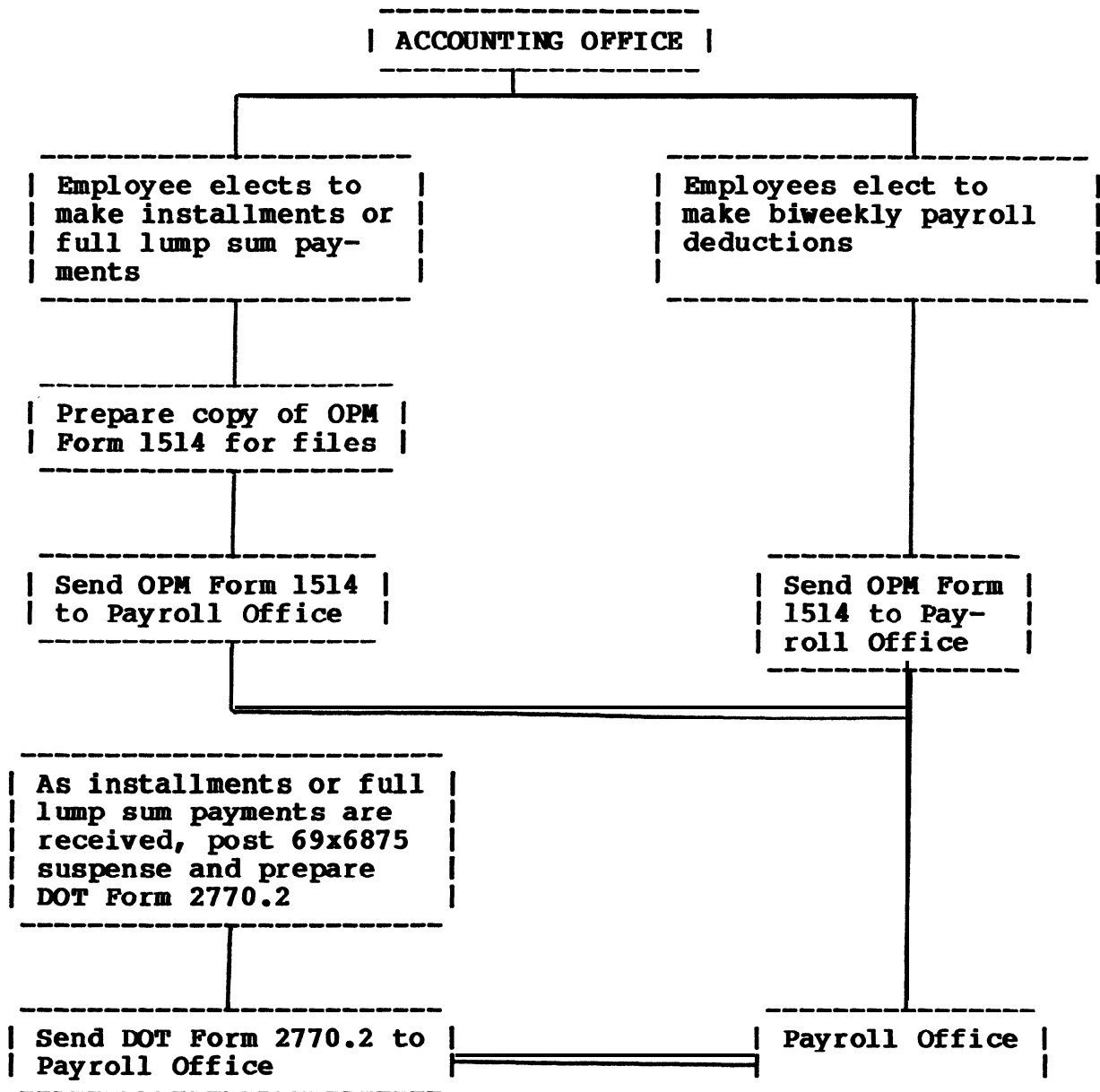
- (2) Ensuring that cash payments received from employees for their **post-1956** military service deposits are accurately recorded in the accounting records.
  - (3) Ensuring that all cash payments accounting information is accurately and promptly transmitted to the payroll office.
- c. The Payroll Office Manager is responsible for:
  - (1) Ensuring that all **post-1956** military service deposit transactions are input accurately and promptly into the CUPS.
  - (2) Answering all inquiries regarding the **post-1956** military service deposit accounts as maintained by **CUPS**.
- d. The CUPS Operations Branch Manager, located in the Mike **Monroney** Aeronautical Center in Oklahoma City, Oklahoma, is responsible for:
  - (1) Ensuring the maintenance of the employee% **post-1956** military service deposit accounts in CUPS.
  - (2) Ensuring the prompt and accurate generation and distribution of all required reports.
- e. Attachment **I-1** provides a flowchart of the entire Departmental military service deposit procedures showing the personnel, payroll and accounting offices' areas of responsibilities.

**PROCESSING DEPOSITS FOR MILITARY SERVICE**



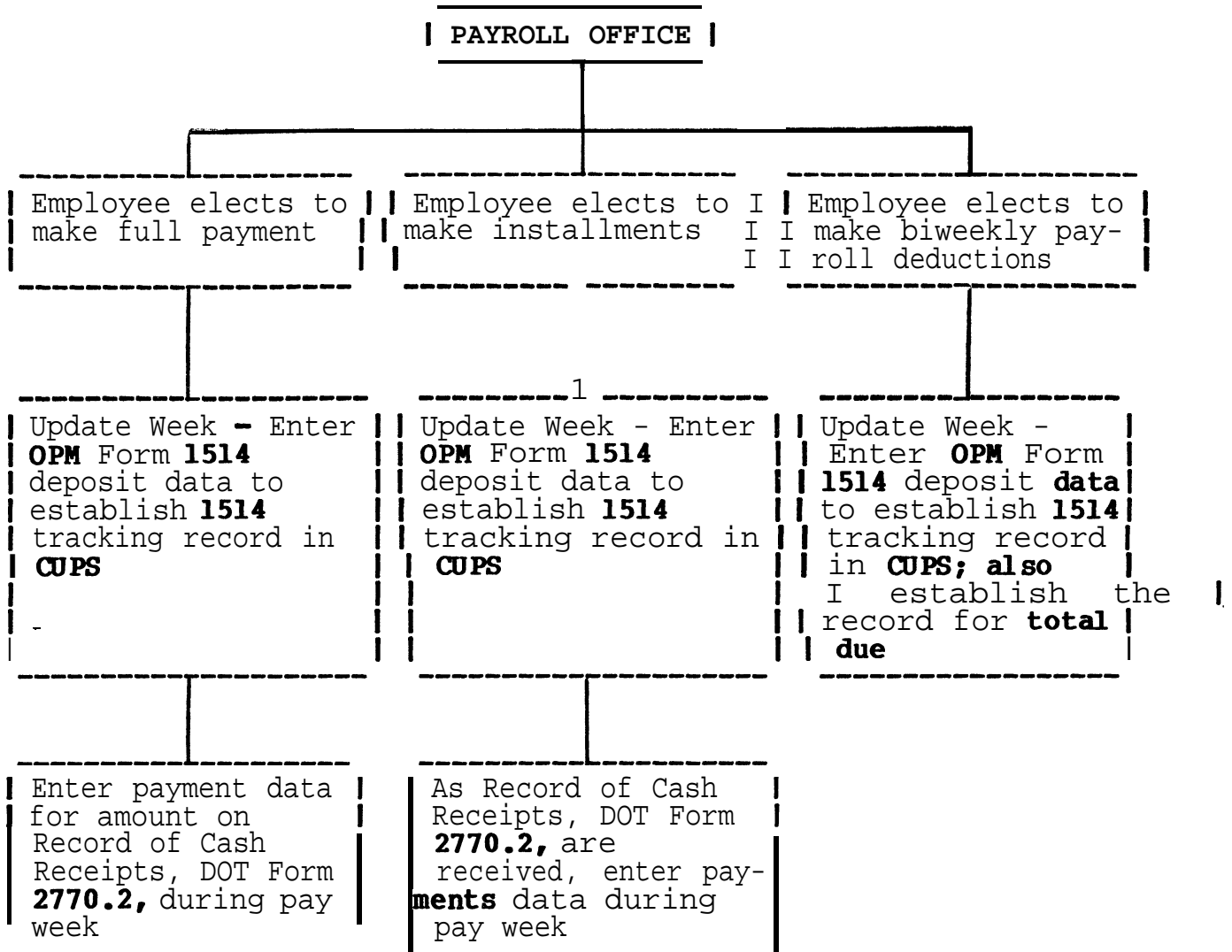
1. (a) The employee submits application to make military service deposits.
- (b) The personnel office prepares the Military Deposit Worksheet, OPM Form 1514.

**PROCESSING DEPOSITS FOR MILITARY SERVICE**



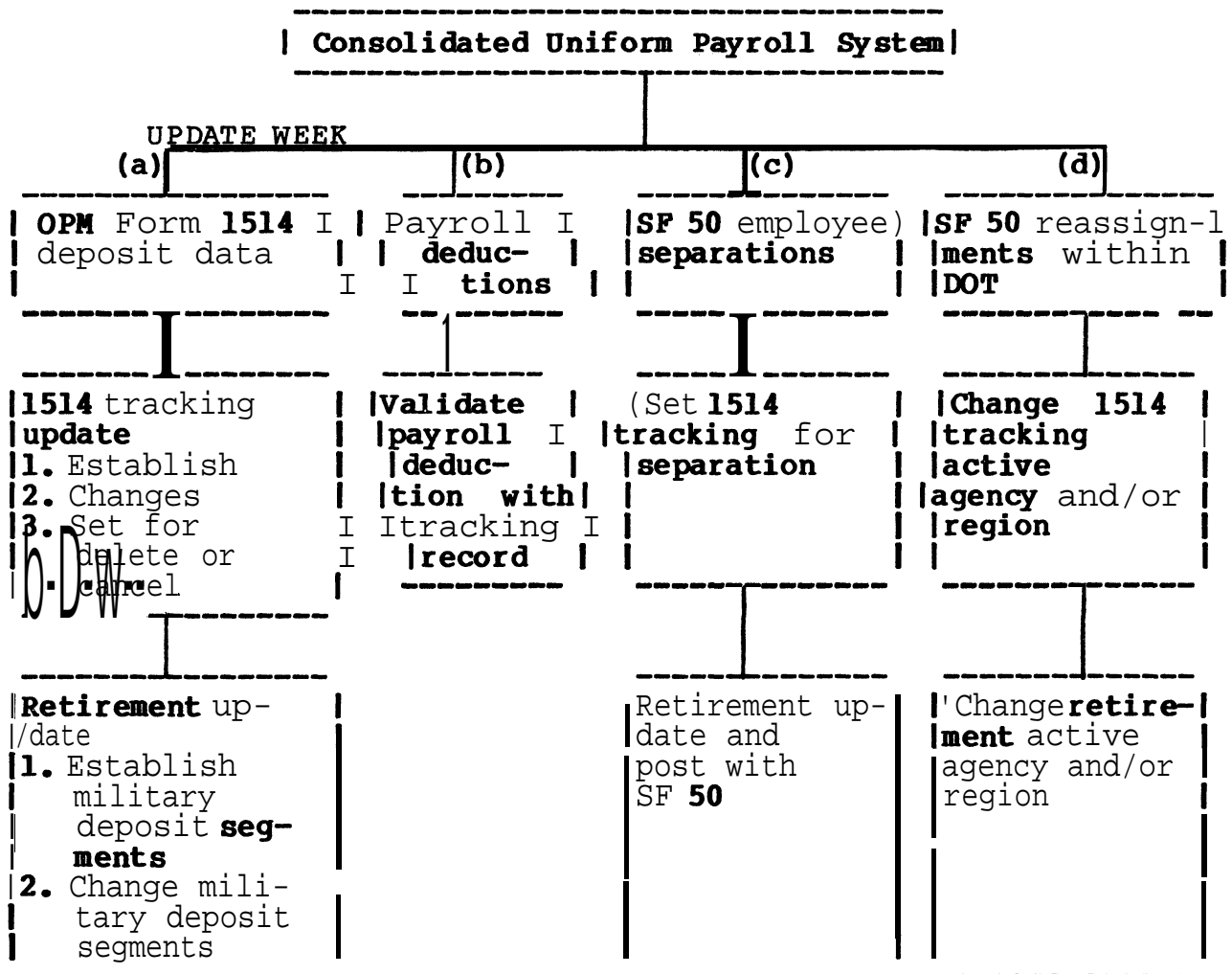
2. (a) The accounting office receives the **OPM Form 1514**, establishes a file for those to be paid by lump sum or installment, and forwards the **OPM Form 1514** on to the servicing payroll office for input to CUPS.
- (b) The accounting office records the installment or lump sum payments and forwards **copy** of "Record of Cash Receipts" to servicing payroll office for **CUPS** input.

**PROCESSING DEPOSITS FOR MILITARY SERVICE**



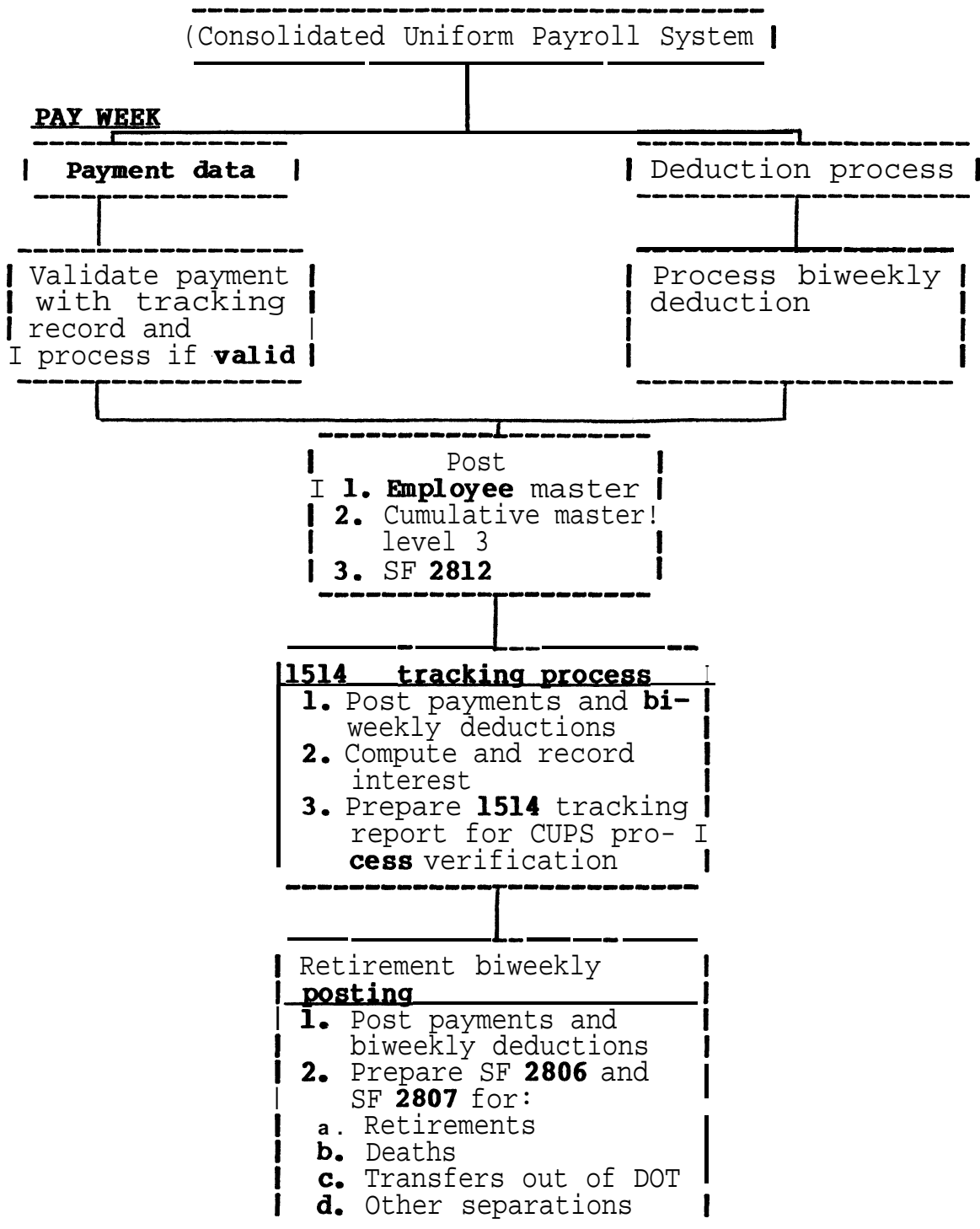
3. Servicing payroll office inputs to CUPS the OPM Form 1514 data, payments, and account cancellation transactions.

**PROCESSING DEPOSITS FOR MILITARY SERVICE**



4. The update processing in the Consolidated Uniform Payroll System accomplishes the following:
- (a) The **1514** tracking record is established and the retirement records for military service deposits are updated.
  - (b) Payroll deductions are validated to ensure that the proper amount will be withheld biweekly.
  - (c) When the employee separates, the **1514** tracking record and retirement records are deactivated.
  - (d) When the employee is reassigned within DOT, the **1514** tracking and retirement records are adjusted accordingly.

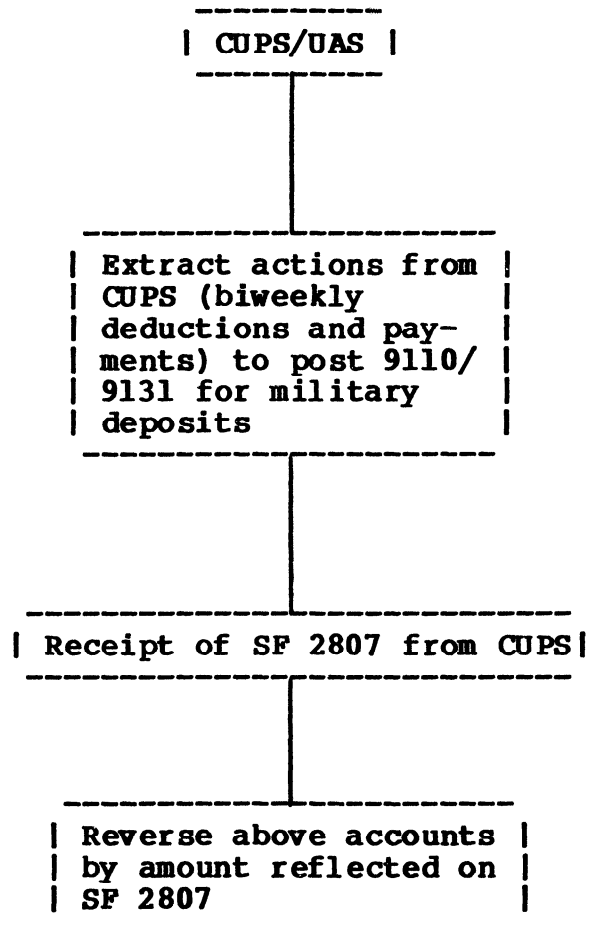
**PROCESSING DEPOSITS FOR MILITARY SERVICE**



5. Updates CUPS with payments and biweekly deduction transactions.

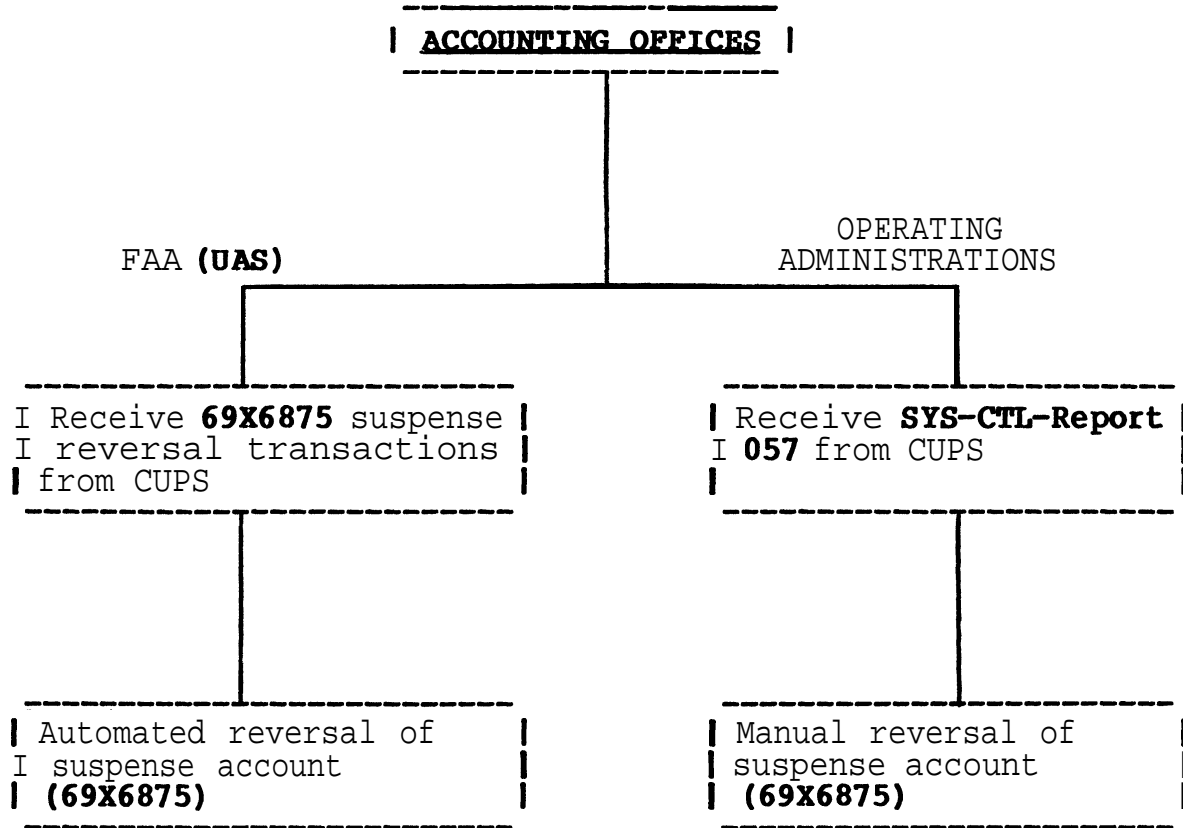


PROCESSING DEPOSITS FOR MILITARY SERVICE



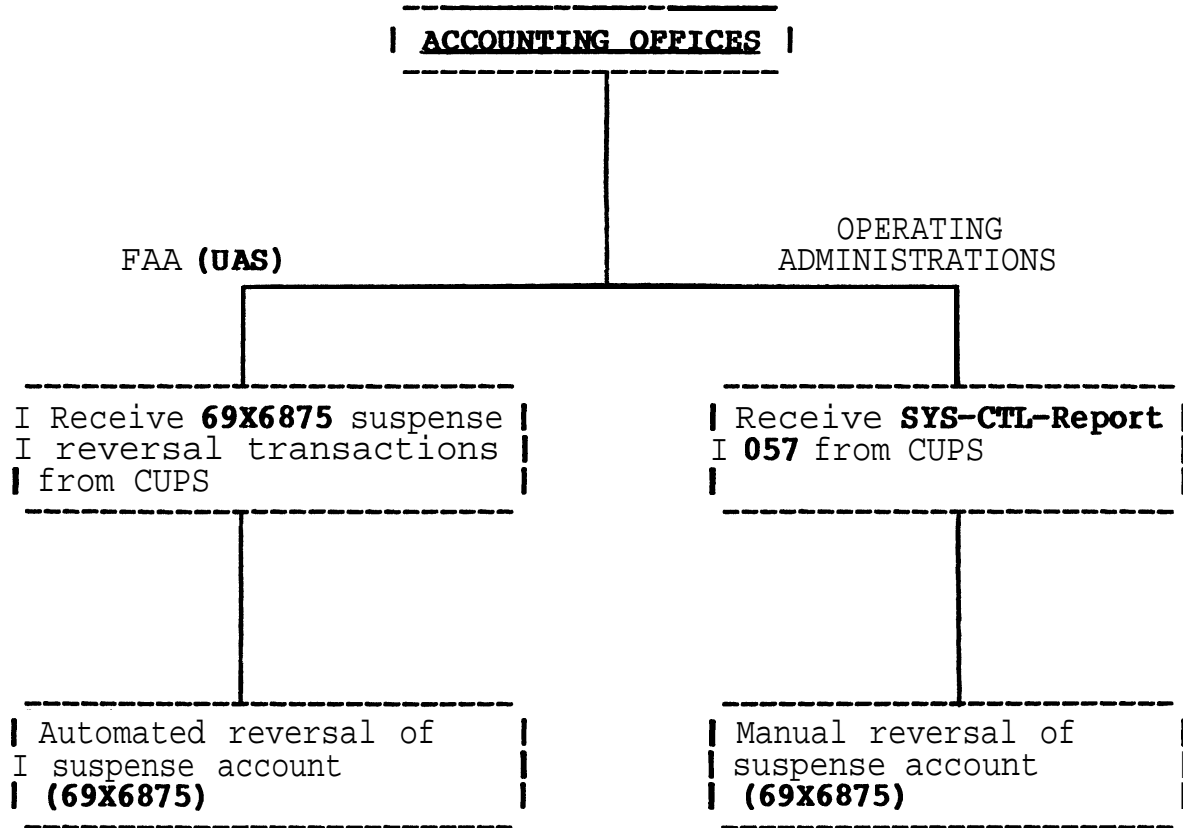
6. Record entire Department% military service deposits transmitted to OPM in accounts 9110, "Reciprocal Retirement Account-OPM" and 9131, "Employee Retirement Deductions for Military Service Credit-Current Year" in UAS.

PROCESSING DEPOSITS FOR MILITARY SERVICE



7. Accounting offices post reversal to suspense account for lump sum and installment payments which have been transmitted to **OPM.**

PROCESSING DEPOSITS FOR MILITARY SERVICE



7. Accounting offices post reversal to suspense account for lump sum and installment payments which have been transmitted to **OPM.**

PROCESSING DEPOSITS FOR MILITARY SERVICE

| UPSOM OFFICE AAC-25 |

1. Employee retires
2. **Employee** death
3. Employee transfers  
out of DOT
4. Other separations

I  
Send to OPM  
1 **copy** SF **2803**  
1 copy SF **2806**  
1 copy SF **2807**  
1 copy **OPM** Form **1514**

| **File copy OPM Form 1514** |

9. Uniform Payroll System Operations Management Branch transmits reports to **OPM** when account is closed,

**CHAPTER II**  
**PERSONNEL OFFICE PROCEDURES**

**1. Determination of Employee Eligibility.**

- a. When an employee asks about making a deposit for military service, the personnel office must determine the **employee's** eligibility to make such a deposit, and if eligible, provides the employee with pertinent information so the employee can determine whether it is to his or her advantage to make such a deposit. Employees who were first employed under the Civil Service Retirement System before October **1, 1982**, have the option of making a deposit or not. However, if they choose not to make a deposit, they face the potential of having their annuity adjusted at age **62**. **Post-1956** military service cannot be used in computing civil service annuity at the point the employee becomes eligible (or would be upon application) for social security benefits. Employees who have or expect to have enough quarters of coverage to qualify for social security can avoid the reduction **by making the deposit**. For those employees who first become employed under **CSRS** on or after October **1, 1982**, they will receive civil service retirement credit for **post-1956** military service only if a deposit for military service is made.
- b. Attachment **II-1** can assist in providing employees with needed information. The employee must make deposits for military service with his/her employing office. **Any** employee who retires must have completed the deposit before separation to get credit. An employee cannot allot any funds from lump sum annual leave payments to which they may be entitled to cover deposits. That payment is not processed until after the employee separates, and therefore, would not meet the requirement that deposits be completed before separation. Survivors of employees who die before completing a deposit, can complete the deposits to the former employee's employing office. Such payments must be made in one lump sum.

**2. Initial Steps in Documenting and Processing Deposits.**

- a. The personnel office must complete **OPM Form 1514**, Military Deposit Worksheet, (see Attachment **II-2**) for each separate period of military service, as defined under paragraph **3d**, for which the employee chooses to make a deposit.

- b. The personnel office must also provide the employee an **SF 2803**, Application to Make Deposit or Redeposit. The employee completes only the face side of the form showing military service only. In the space below the entry for military service, the personnel office should type the following: **"I wish to pay the deposit necessary to obtain credit for my military service. I understand that the entire deposit must be paid to my agency before I retire. I further understand that any money I deposit may be refunded only if I become eligible for a refund of civil service retirement deductions or I retire without completing the deposit."** (See Attachment **II-3** for sample form.)
- c. The employee must provide the following to the personnel office:
  - (1) A copy of his or her Department of Defense Form **DD 214**, Report of Transfer or Discharge, (discharge papers) or equivalent record to verify the service. This form may already be available in the **employee's** Official Personnel Folder (**OPF**). [If a **copy** of the **DD 214** is not available, the employee may obtain a copy from the military records center at the address shown in **FPM Supplement 296-33**, Subchapter **6**. This document shows the actual period of service, lost time (if applicable), and the last rank held during the period of service]; and
  - (2) Documentation, as described in paragraph (3) **f.1** below, of the amount of military basic pay received during the period for which a deposit is being made.

3. **Completion of OPM Form 1514, Military Deposit Worksheet.**

- a. Enter a control number at the top left corner of worksheet above item number **1**, Name. The control number will consist of the employing office's submitting office number, the calendar year and a sequential number in this order (e.g., **1675-83-1**). Personnel offices must complete items **1** through **12** on the form. All the requested information must be typed.
- b. Items **1**, **2** and **3**. Name, Date of Birth and Social Security Number. This information is entered as it appears in the employee's **OPF**.

- c. Item 4. Date of Computation. The date the worksheet is completed.
- d. Item 5. Period of Military Service. This date should not reflect any military service prior to January 1, 1957. If an employee's service overlaps January 1, 1957, only that portion of service on or after that date should be recorded in this blank. To compute the amount of service to be credited to the individual, determine the beginning and ending dates of service from the individual's DD 214. Consecutive periods of service with no break in service are treated as a single period of service.
- e. Item 6. Total Service In Period. This period of time equals the difference between the two dates shown in Item 5. Subtract the beginning date from the ending date. Remember to add back one day. The result is the years, months, and days of military service. Subtract "lost time," if applicable. (Until 1979 "lost time" was generally recorded on the DD 214 as "days lost under Uniform Code of Justice, Article 86," or as "days AWOL." Since 1979, "lost time" has been subtracted from the period of service listed on the DD 214, and the form shows only "good time.") The result is the creditable years, months, and days of service for the individual. These calculations are based on a "30" day month.
- f. Item 7. Amount of Earnings. The dollar amount of military base salary earned during the period shown in item 5 is recorded. In determining basic pay, each period of service is considered independently. Note that a deposit period cannot begin before January 1, 1957. Should a period of service straddle that date, determine the basic pay received only for service after December 31, 1956.

(1) Documentation of military basic pay

An employee (or survivor) is responsible for providing documentation of basic pay. This documentation may be either of the following:

- (a) An individual may have his or her actual pay records from the military service.  
If the individual furnishes complete records to identify the exact amount of basic military pay for an entire period of service, the personnel office must use them to determine the deposit. See Attachment II-4 for a list of forms which employees can use to document actual military earnings.

- (b) If the employee or survivor is unable to provide the personnel office with complete, official records of military pay for the entire period of service, there is insufficient evidence for determining the actual basic pay paid and the amount of the deposit due. In this case, the personnel office shall provide the employee or survivor with information on how to request estimated earnings from the military service. Attachment **II-5** is a form which may be used by the employee or survivor to request estimated earnings. The employee or survivor should complete the form, attach the **DD 214** and any available records of pay and promotion, and send it to the appropriate branch of service at the address shown on the back of the form. The military pay center cannot provide earnings unless verification of service (**DD 214**) is attached.
- (c) Earnings statements from tax records may not be used since they include allowances as well as basic pay. Social Security earnings statements may not be used because they reflect only military basic pay up to the Social Security maximum for withholding.
- (2) If using pay documents, total the pay for each period of service using only the basic pay. Do not include allowances, flight pay, combat pay, etc.
- (3) If using a statement of estimated earnings from the branch of service of the employee, the amount provided by the military service shall be used for the purpose of making a deposit.
- g. Item 8. Amount of Deposit Due. Multiply the amount of earnings in item 7 of the worksheet by seven percent (e.g.,  $\$3600.00 \times .07 = \$252.00$ ). In addition, interest must be added to the deposits of those employees who waited until after the interest-free grace period and one or more interest accrual dates before deciding to make a deposit. See Attachment **II-6** for details on the computation of interest.
- h. Item 9. Agency. Enter the name of the employing office; i.e., **FHWA, OST, UMTA**, etc.



- i. Item 10. Interest Accrual Date (IAD). Enter the date that interest will be charged on the unpaid balance. This date will vary with individual circumstances. Interest is accrued and compounded annually.
- (1) Individuals first employed in a position subject to the CSRS before October 1, 1983, the IAD for these individuals is October 1, 1986.
- (2) For individuals first employed in a position subject to the CSRS on or after October 1, 1983, the CSRS law provides for a two-year interest-free grace period. The IAD for these individuals is the third anniversary date of an individual's first employment subject to CSRS. For example, the IAD for an individual first employed under the CSRS on October 16, 1983, is October 16, 1986.
- j. Remarks Section. Enter the Service Period Preference Number. Employees who have more than one period of military service for which deposits are to be made can determine which of the periods to pay off first. The order in which payment will be credited is determined by assigning a preference number (i.e., 01, 02, 03, etc.) on the individual worksheets. If the employee has only one period of service, the number "01" must be entered.
- k. Remarks Section. Method of Payment/Amount. Enter the method of payment and amount as follows:

**Method of Payment****Amount**

Enter "F" if lump  
sum payment by  
check, money order,  
etc.

Enter total amount

Enter "I" if monthly  
payment by check,  
money order, etc.

Enter monthly amount  
in whole dollars,  
\$50 minimum

Enter "B" if pay-  
roll deduction for  
lump sum payment or  
less. .

Enter biweekly amount  
in whole dollars, \$25  
minimum

- (1) If payment is made by payroll deduction, the employee must complete DOT Form 2730.1, Authorization for Payroll Deduction,

Revision or Cancellation for **Post-1956** Military Service Deposit Accounts, (Attachment **II-7**). The method of payment selected for a period of service must be used to complete the deposit for that period of service. Employees may not combine different methods of payment for a single period of service.

- (2) Payments made by check or money order should be made out to the employee's employing office, except checks from United States Coast Guard (**USCG**) civilian employees. Checks or money orders from **USCG** civilian employees should be made payable to the Federal Aviation Administration (FAA) because FAA is responsible for accounting for the **USCG** payments. **Employees** should make payments directly to their organization's accounting office. See Attachment **II-8**, which contains a list of the addresses for the accounting offices. Payments must not be accepted by the personnel or payroll offices.

1. Each **OPM** Form **1514** is to be completed in triplicate. A copy is filed on the permanent (right) side of the employee's Official Personnel Folder; the original goes to the accounting office; and the remaining copy, along with the original **SF 2803**, Application to Make Deposit or Redeposit, goes to the Manager, Uniform Payroll System Operation Branch (**AAC-25**). Information used to verify period of service or amount of deposit owed: i.e., **DD 214**, should be retained by the personnel office in the **OPF**.

#### **4. Employee Information and Counseling.**

- a. Personnel offices must be prepared to provide counseling to employees on the proper procedures for making deposits and provide information for employees to determine whether making deposits is to their advantage or not.
- b. Attachment **II-1** contains information about military deposits which may be distributed to employees. For their records, personnel offices may wish to have employees sign and date copies of the information for placement on the right side of the employees' **OPF's** along with the worksheet as a record that the employee received appropriate counseling.

5. Transfers, When an individual transfers from one organization to another within the Department of Transportation, the military deposit account will be transferred to the gaining organization automatically.

However, if the employee has elected full or installment payments, he/she will need to be advised of the address of the new accounting office to make payments. When an individual transfers out of the Department of Transportation, the military deposit account will be closed out following the procedures set forth in Chapter V, and the appropriate documentation forwarded to OPM. The employee must be given a current **copy** of the Military Deposit Worksheet by the personnel office to provide him/her with a current statement of the account, including the balance due. The individual should be advised that upon arrival at the new organization, he/she should present a copy of this Military Deposit Worksheet to the agency and complete a new SF 2803, Application to Make Deposit or Redeposit, if he/she wishes to continue to make deposits. The gaining organization will set up a new account to complete the deposit. The personnel office completes a new OPM Form 1514 being careful to show in item 8, Amount of Deposit Due, only the amount owed to complete the deposit for that period of service. It is advisable for the personnel offices of gaining organizations to ask an employee with **post-1956** military service whether or not he/she was making deposits, and if so, whether he/she wishes to continue.

6. **Death In Service.** Procedures for handling deposits upon the death of an **employee** is set forth in FPM Letters 831-77, dated March 10, 1983, and 831-80 dated February 23, 1984. The personnel office is responsible for advising survivors of their rights and the procedures to be followed. See Attachment II-9.
7. **Disability Retirement.** Any employee who separates for disability **retirement will** not be able to make deposit for **post-1956** military service to OPM. Therefore, a disability applicant who is still on the rolls (in leave without pay or other status) must make any payout to the employing office before separation. See FPM Letter 831-80 for more information on the effect of deposit for military service on disability **annuitants**.
8. **Retirements or Separations** Employees who will be retiring or separating may make military service deposits only to their employing office before they retire or separate from service. If circumstances require that the employee make deposit shortly before retiring, payment must be received in a lump sum in the form of a money order or certified check,

Employees who have **post-1956** military service who retire and elect not to pay the deposit must sign the following statement which should be typed in the remarks section of the Standard Form **2801-1**, Certified Summary of Federal Service (Attachment **II-10**):

"**I** have read the information about the effect of not making a deposit for my **post-1956** military service and **I** do NOT want to make the deposit, I understand that **I** can't change my decision after **I** retire".

---

**Employee's** Signature and Date

INFORMATION TO EMPLOYEES ABOUT SERVICE CREDIT DEPOSITS FOR  
POST-1956 MILITARY SERVICE

The information below and the accompanying chart will provide you with general information on **post-1956** military service deposits and assist you in deciding whether you should pay a service credit deposit for military service performed after **1956**.

A. REASON FOR MAKING A DEPOSIT

If **you** were first employed under the Civil Service Retirement System (CSRS) before **October 1, 1982**, you have the option of making a deposit or not. However, by making a deposit, you avoid the potential of undergoing an annuity reduction for **post-1956** military service at age **62**. Military service after **December 31, 1956**, cannot be used in computing your civil service annuity at the point you are eligible (or would be upon application) for Social Security benefits. If you have or expect to have enough quarters of coverage to qualify for social security, you can avoid the reduction by making the deposit, or if you decide not to make the deposit, having your annuity adjusted at age **62**. It is the responsibility of the annuitant to provide OPM with certification of non-eligibility from the local social security office within 6 months of their 62nd birth. Failure to do this will result in an automatic reduction by OPM. If you first became employed under CSRS on or after October 1, 1982, you will receive civil service retirement credit for your **post-1956** military service only if a deposit for the military service is made.

B. CREDITABLE MILITARY SERVICE

You must have had honorable active duty service in the following branches in order to make a deposit: Army, Navy, Marine Corps, Air Force, or Coast Guard of the United States, or after June **30, 1960**, in the Regular Corps or Reserve Corps of the Public Health Service or, after June **30, 1961**, as a commissioned officer of the National Oceanic and Atmospheric Administration (formerly Coast and Geodetic Survey and Environmental Science Service Administration).

C. "PERIOD" OF MILITARY SERVICE

Deposits may be made for only a full period of service. For this purpose, "period of service" includes total years, months and days of military service from date of entry on active duty (or service on or after January 1, 1957, if later) to the date of final discharge or release. "Period of service" includes consecutive periods of service where there is no break in service.

D. AMOUNT OF DEPOSIT

The amount of the deposit is seven percent of the military basic pay you received during the period of **post-1956** military service (plus interest, if any, see Item F below) for which deposit is made. Deposits can be made only for service after **1956**. Military service performed before **1957** is free for civil service retirement purposes.

E. VERIFYING EARNINGS

You must document the amount of military basic pay earnings by presenting to the personnel office copies of pay vouchers or pay records, or a statement of estimated earnings from the appropriate branch of service (ask the personnel office for instructions and the form needed to obtain the estimate). Copies of **W-2's**, social security statement of earnings or documentation of ranks held and dates of promotion are not acceptable documentation.

F. ACCRUAL OF INTEREST

**Pre-October 1, 1983** Employees

If you were first employed under the Civil Service Retirement System before October 1, 1983, you had a two year **interest-free** grace period from October 1, 1983, to make your deposit. This grace period ended on September 30, 1985. Since interest is accrued and compounded on an annual basis, the first calculation of interest added to your account would be made on your interest accrual date (**IAD**) of October 1, 1986, based on the unpaid balance as of September 30, 1986. For each following year, October 1, will be your **IAD**.

### Post-September 30, 1983 Employees

If you were first employed under **CSRS** after September 30, 1983, you have an interest-free "**grace period**" of two years to complete your deposit before interest begins to accrue. After the two year "**grace period**", interest on the amount of the deposit accrues and compounds annually at a variable rate determined by the Secretary of Treasury. Since interest is accrued and compounded on an annual basis, to avoid paying interest, you must complete your full deposit prior to the interest accrual date (**IAD**). The **IAD** will vary with each individual. It is that date on which interest is actually posted to your account. Your first **IAD** will be three years from the date you were employed under **CSRS** with subsequent **IAD's** annually on the same date.

#### G. MANNER OF PAYMENT

Payment for a period of military service may be in one of three ways: (1) lump sum, (2) biweekly payroll deduction (\$25.00 minimum per pay period), or (3) monthly installments (\$50.00 minimum per month).

#### H. WHERE TO SEND PAYMENTS

If you are paying a lump sum or **by** monthly installments, your check or money order should be made payable to your employing office except for United States Coast Guard (**USCG**) civilian employees, and forwarded to your organization's accounting office. Checks and money orders from **USCG** civilian employees should be made payable to the Federal Aviation Administration (FAA) because FAA is responsible for accounting for **USCG** payments.

#### I. CREDITING OF PAYMENTS

Except for payments by payroll deductions, lump sum payment and monthly installments are credited upon receipt in the **accounting office**. In order to avoid additional interest charges, payment must be received the day before the interest accrual date (e.g., if the **IAD** is October 1, payment must be received by September 30). Payments received within five days of the **IAD** must be made by certified check or money order.

**J. SPECIAL INFORMATION FOR DISABILITY ANNUITANTS**

If you are retiring for disability and you are eligible for an annuity computed under the guaranteed minimum provision of the law, **it's** possible that paying the deposit **won't** affect the amount of your annuity. Ask your personnel office for information about how this provision affects you.

**K. MILITARY RETIRED OR RETAINER PAY MAY AFFECT YOUR ANNUITY**

**If** you are getting military retired or retainer pay and you don't waive it, credit will be allowed for military service (including service before **1957**), **only** if the:

- retired or retainer pay was based on a **service-**connected disability incurred in combat with an enemy of the United States or caused by an instrumentality of war and incurred in the line of duty during a period of war,
- retired or retainer pay was based on the reserve retiree provisions (chapter **67**, title **10**, U.S. Code),  
or
- military service was active, honorable service and **wasn't** used in computing your military retired or retainer pay.

**L. REFUND OF MILITARY SERVICE DEPOSIT**

If you pay part, but not all, of a deposit for a period of **post-1956** military service and you elect not to make the full payment, the money you paid will be refunded when the Office of Personnel Management processes your retirement application. If you paid the full deposit for one or more periods of military service, your money won't be refunded.

**M. IF YOU ARE A REEMPLOYED ANNUITANT**

1. You must have at least five years service as a reemployed **annuitant** to make a deposit for military service.



2. If **you** have five or more years of service as a reemployed **annuitant** and you elect to have your annuity recomputed in order to receive an annuity as if you had never retired before, you may make a deposit for the **post-1956** military service. However, if you want your annuity recomputed, you must also make a deposit to cover any of your service as a reemployed **annuitant** when retirement deductions weren't taken from your pay. Before you decide about making the deposit for military service, you should ask your employing office about how a recomputation of your annuity will affect you.

# CIVIL SERVICE RETIREMENT CREDIT Pm POST-1956 MILITARY SERVICE

To assist you in deciding whether you should pay a service credit deposit for military service performed after 1956, answer the four questions below. First, select the answer to question 1 that fits your employment situation. Then, going across the page, select your answer to question 2 from the box(es) next to your first answer. Continue with questions 3 and 4—skipping any marked "not applicable". The information in the last two columns shows how paying the deposit will affect credit for your post-1956 military service.

1. When were you first employed in a position subject to retirement deductions?	2. Are you getting military retired pay under conditions barring civil service credit for the military service?*	3. Will you be eligible for social security benefits when you retire?**	4. Will you become eligible for social security benefits after you retire?***	Effect of Deposit***	
				If deposit is...	Credit for post-1956 military service is...
Before October 1, 1982	Yes	Not applicable	Not applicable	Paid or not paid	Not allowed (See note 1)
	No	Yes	Not applicable	Paid	Allowed
		No	Yes	Not paid	Not allowed
			No	Paid	Allowed
After September 30, 1982	Yes	Not applicable	Not applicable	Not paid	See note 2
	No	Not applicable	Not applicable	Paid or not paid	Not allowed (See note 1)
				Paid	Allowed
				Not paid	Not allowed

**NOTE 1:** You'll get NO credit for military service used in computing your military retired pay (including service performed before 1957).

**NOTE 2:** You'll get credit for your post-1956 military service at retirement, but when you become eligible for social security benefits, your civil service annuity will be reduced to remove credit for that service.

\*If you are getting military retired or retainer pay, see "MILITARY RETIRED OR RETAINER PAY MAY AFFECT YOUR ANNUITY" on the other side.

\*\*For information about your eligibility for social security benefits, contact the Social Security Administration.

\*\*\*If you are retiring for disability, see "SPECIAL INFORMATION FOR DISABILITY APPLICANTS" on the other side.

**INFORMATION FOR COMPLETING FORM ELECTING WHETHER  
TO MAKE DEPOSIT FOR MILITARY SERVICE**

**Instructions to employing office:**

This form must be completed when an employee retires or dies in service. The employee (survivor) should be counseled regarding the guaranteed minimum annuity if the payment of the deposit will not increase the annuity.

Give the employee (or surviving spouse of an employee who dies in service) three (3) copies of this form. Have the employee (or survivor) return two (2) signed and dated copies of the form. Attach one to the employee's records when you send them to OPM. If the employee (or survivor) fails to return a signed copy before you forward the records to OPM, note above the signature line "Employee (or Survivor) failed to return election form."

**Information for employee or survivor:** Your decision about completing the deposit may affect your rights under the Civil Service Retirement System, and you need to be aware of the following information before you make this decision.

**1. Effect of eligibility on Social Security benefits:** Military service after December 31, 1956, cannot be used in computing your civil service annuity at the point you are eligible for (or would be upon application) Social Security old-age or survivor benefits, unless a deposit has been made for the military service. Individuals who have or expect to have enough quarters to qualify for Social Security old age or survivor benefits have the option of either: (1) making the deposit and thereby avoiding a reduction in annuity at age 62 (or 60 for survivors), when the military service is credited for Social Security purposes, or (2) not making the deposit and having the annuity adjusted at age 62 (or 60 for survivors). A deposit must be completed for a full period of military service. No credit is allowed for partial deposits. Employees who will not have Social Security eligibility will continue to receive free credit for their military service for retirement purposes. Military service performed prior to January 1957 is included in the computation of civil service retirement and survivor benefits regardless of whether a deposit is made for service after December 31, 1956. However, many Federal employees earn enough quarters to qualify for Social Security benefits by working second jobs during their Federal employment or by working after retirement from Federal Service and need to be aware of the law on credit for **post-1956** military service.

If you are not sure whether you are (or will be) eligible for a Social Security old-age or survivor benefit which includes credit for **post-1956** military service, contact the Social Security Administration for information.

**2. Effect of receipt of military retired or reserve pay:** An individual who is receiving retired military pay must waive the retired pay before he or she may receive credit for the military service for civil service

retirement purposes, unless the retired pay was (1) awarded because of a service-connected disability incurred either in combat or in line of duty, or, (2) awarded under the reserve retiree provision (Chapter 67, title 10, U.S. Code). The waiver must be effective before the commencing date of annuity. Survivors of deceased employees may not waive military retired pay for civil service retirement purposes.

3 The deposit is 7 percent of military basic pay. Military basic pay does not include allowance, flight pay, combat pay, etc.

4 If you make the deposit for post-1956 military service, the service will be credited under both the civil service and social security systems, if it is active, honorable service.

5 Retirement or death in service: Your annuity or survivor annuity will be reduced (at age 62 for retirees and at age 60, or earlier, for survivors) to eliminate the military service from your civil service annuity if you are eligible for a Social Security old age or survivor benefit and you do not make the deposit for military service.

a. If you retire or die in service during the period from September 9, 1982 through September 30, 1983, you or your surviving spouse may make a deposit with OPM. A deposit may only be made in conjunction with your application for retirement or survivor benefits. It must be paid in a lump sum within 30 days of the date OPM notifies you of the amount due.

b If you are applying for a disability annuity or a survivor annuity and your agency has indicated that you are eligible for an annuity based on a guaranteed minimum provision, ask your agency for further information.

c. If you are a survivor of an employee who had military service before 1957, and you are eligible for Social Security benefits, you may elect to have the military service credited toward the Social Security benefit. However, your election to have that military service credit toward the Social Security benefit will terminate the rights of all survivors to a civil service annuity.

6. If you are a reemployed annuitant or a survivor of a reemployed annuitant:

a. If you (or your deceased spouse) have less than five years of service as a reemployed annuitant at the time of separation, the payment of a deposit for military service will not affect the amount of your benefit.

b If you (or your deceased spouse) have five or more years of service as a reemployed annuitant, you may elect a recomputation of the annuity under the law in effect at the time of separation. If you elect a recomputation, a deposit must be made to cover the service as a reemployed annuitant and the information in paragraph 5 will apply to the military service. Before you decide to make your deposit, ask your employing office for information about how a recomputation will effect your annuity.

**MILITARY SERVICE DEPOSIT ELECTION**

(Use only for employees who retire with title to an immediate annuity and survivors of employees who die in service before October 1, 1983.)

1. Employee's name	2. Date of birth	3. Social Security No.
4. Does employee/survivor <b>appear</b> eligible for an annuity based on guaranteed minimum? <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		
5. If item 4 is " <b>yes</b> ," would deposit for military service increase annuity? <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		

Our records indicate that you (or the deceased employee named above) had military service after **1956** and are eligible for a civil service annuity. **If** you are eligible for a Social Security benefit which includes credit for this military service (or will be eligible **at age 62**) you must either make a deposit for the military service to **the** Civil Service Retirement System or your civil service benefits will be reduced **at age 62** unless you are eligible for a guaranteed minimum annuity.

Instructions to employee (or survivor): Your decision about making this deposit may affect your rights under the Civil Service Retirement System:

1. Please read the attached "Information for employee or survivor carefully to be sure you understand the consequences of not making the deposit for military service.
2. **If** you decide to make the deposit for military service with the employing **agency**, ask for instructions from the personnel office identified below.
3. If you decide to make or complete **the** deposit with **OPM**, complete the election below on two copies of this form and return both to the personnel office **at the address below**.
4. If you **decide not to** make or complete the deposit **for** military service at **all**, **complete the election below on two copies of this form and return both to the personnel office at the address below**.

Return completed election form to: (Agency Personnel Office address)	Election must be received by (date)
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**EMPLOYEE (OR SURVIVOR) ELECTION**

**I have read this information** concerning my **rights to make deposit for post-1956 military service**. (Mark "**x**" in the appropriate box below to indicate your election.)

- ☒ **I have decided to make (or complete) this deposit with OPM.**  
☐ **I have decided not to make (or complete) this deposit.**

Signature	Date	Relationship if other than employee
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## MILITARY DEPOSIT WORKSHEET

1. Name		2. Date of Birth	3. Social Security Number	4. Date of Computation
5. Period of Military Service		6. Total Service in Period (Years, Months, Days)	7. Amount of Earnings	8. Amount of Deposit Due
From (Month, Day, Year)	To (Month, Day, Year)		<div> <div>\$</div> <div>x.07 =</div> <div>\$</div> </div>	
9. Agency			10. Interest Accrual Date	

[illegible]

STANDARD FORM NO 2803 Rev. February 1980 FPM SUPPLEMENT 831-1 2803-107	<b>APPLICATION TO MAKE DEPOSITOR REDEPOSIT</b> <b>CIVIL SERVICE RETIREMENT SYSTEM</b> TO AVOID DELAY <b>IN PROCESSING</b> : 1. Read the information attached carefully; 2. Typewrite or print in ink; 3. Complete Part A in full and have your employing agency complete Part B. If not Federally employed, Part B need not be completed.	
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## A. TO BE COMPLETED BY THE APPLICANT

1. NAME MR. MS. MISS (Last) (First) (Middle)	2. LIST ALL OTHER NAMES YOU HAVE USED	3. BIRTHDATE (Month, day, year)
4. ADDRESS (Number and street)	5. DEPARTMENT OR AGENCY IN WHICH PRESENTLY OR LAST EMPLOYED, INCLUDING BUREAU, BRANCH, OR DIVISION	6. SOCIAL SECURITY ACCOUNT NO.
(City, State, and ZIP Code)	7. LOCATION OF EMPLOYMENT (City and State)	8. TITLE OF LAST POSITION

LIST BELOW IN CHRONOLOGICAL ORDER (A) ALL "DEPOSIT" PERIODS OF SERVICE FROM AUGUST 1, 1920, DURING WHICH NO CIVIL RETIREMENT DEDUCTIONS WERE WITHHELD FROM YOUR SALARY; AND (B) ALL "REDEPOSIT" SERVICE DURING WHICH RETIREMENT DEDUCTIONS WERE WITHHELD AND LATER REFUNDED TO YOU.

DEPARTMENT OR AGENCY, INCLUDING BUREAU, BRANCH, OR DIVISION WHERE EMPLOYED	LOCATION OF EMPLOYMENT (City and State)	TITLE OF POSITION	PERIODS OF SERVICE		CHECK WHETHER DEDUCTIONS WERE NOT WITHHELD OR WERE WITHHELD AND REFUNDED	
			BEGINNING DATE	ENDING DATE	NOT WITHHELD	WITHHELD AND REFUNDED
I WISH TO PAY THE DEPOSIT NECESSARY TO OBTAIN CREDIT FOR MY MILITARY SERVICE. I UNDERSTAND THAT THE ENTIRE DEPOSIT MUST BE PAID TO MY AGENCY BEFORE I RETIRE. I FURTHER UNDERSTAND THAT ANY MONEY I DEPOSIT MAY BE REFUNDED TO ME ONLY IF I BECOME ELIGIBLE FOR A REFUND OF CIVIL SERVICE RETIREMENT DEDUCTIONS OR I RETIRE WITHOUT COMPLETING THE DEPOSIT.						
9. ARE DEDUCTIONS FOR CIVIL SERVICE RETIREMENT NOW BEING WITHHELD FROM YOUR SALARY? <input type="checkbox"/> YES <input type="checkbox"/> NO			10. IF YOUR ANSWER IS "NO" GIVE THE DATE OF SEPARATION FROM YOUR LAST POSITION UNDER THE CIVIL SERVICE RETIREMENT LAW. DATE OF SEPARATION			
SIGNATURE OF APPLICANT			TELEPHONE NUMBER (including area code)			DATE

B. TO BE COMPLETED BY THE EMPLOYING AGENCY							
<div style="font-size: small;">INSTRUCTIONS TO THE AGENCY.-This application is not to be used as a means for verifying service for leave, retention, or other non-retirement purposes. The procedures for verifying service for non-retirement purposes or to establish creditability of service are contained in the Federal Personnel Manual.</div> <div style="font-size: small;">The applicant should be informed that he or she must be prepared to pay the amount of the deposit or redeposit (or both) either in a lump sum or installments.</div>							
<div style="font-size: small;">SCHEDULE 1.—From the Individual Retirement Record (SF 2806), enter in this schedule the period(s) of service for which retirement deductions remain to the employee's credit. Include any service since August 1, 1920, in other branches of your agency or in other agencies if such service is of record on SF 2806 in your possession. If it is more convenient than completing this schedule, a photo copy of the SF 2806 may be attached. Be sure to list all periods of employment for which deductions remain to the employee's credit.</div>							
DEPARTMENT OR AGENCY, INCLUDING BUREAU, BRANCH, OR DIVISION WHERE EMPLOYED		LOCATION OF EMPLOYMENT (City and State)		PERIODS OF SERVICE			
				FROM—		TO—	
<div style="font-size: small;">SCHEDULE 2.—List in this schedule all service since August 1, 1920 (beginning with first period of service shown by applicant in Item 5 of Part A) for which deductions were not withheld and for which an official record is in the agency. An official record includes SF 2806, official personnel folder, pay card, or any other official document which shows that the individual was employed. Note under "Remarks" any periods of leave-without-pay, the time actually worked if the employee was paid on a when-actually-employed or part-time basis, or any other similar information which would affect the amount of deductions owed to the retirement fund. Any non-deduction service which cannot be verified from official records should be listed and noted in the "Remarks" column as "Unverified."</div>							
NATURE OF ACTION (App'l., pro res., etc.)	EFFECTIVE DATE	BASIC SALARY RATE	SALARY BASIS (Per annum, per hour, W.A.E., etc.)	REMARKS	BASIC WARY ACTUALLY EARNED (If available)		
					FROM—	TO—	TOTAL EARNED
<div style="font-size: small;">SCHEDULE 3.—List all periods of military service.</div>							
BRANCH of SERVICE (Army, Navy, etc.)		SERIAL NUMBER		PERIODS OF SERVICE			
				FROM-		TO—	
<div style="font-size: small;">CERTIFICATION.—The entries in schedules 1 and 2 are based on official records of this agency and are correct. There is no official personnel or fiscal record in this agency of the additional service (if any) alleged by the employee and marked "Unverified" in Schedule 2.</div>							
AGENCY ADDRESS		SIGNATURE				DATE	
		OFFICIAL TITLE				FIS TELEPHONE NUMBER	



**FORMS USED TO DOCUMENT ACTUAL MILITARY EARNINGS**

The following forms may be used to document actual military earnings for any given period if submitted as evidence by the employee:

**Army**

DD 113, Military Pay Record, effective August, 1951; May, 1957; August, 1960

FC Form T023 (TEST)? Military Pay Voucher

DA 2139, Military Pay Voucher, effective July 1, 1958; July 1, 1961; October 1, 1963

DA 2349, Military Pay Voucher (MECH), effective August 1, 1961; September 1, 1972

DA 2139-1, Military Pay Voucher, effective October 1, 1963

DA 3686 (TEST), Leave and Earnings Statement, effective January 1, 1971

DA 3686 (TEST), JUMPS, Army Leave and Earnings Statement, effective September 1, 1972; July 1, 1976; August 1, 1977; August 1, 1978

DA 3686 J, Army Leave and Earnings Statement, effective August 1, 1982

**Air Force**

DD 1624 AF, Leave and Earnings Statement, effective July 1, 1967

AF Form 141, Leave and Earnings Statement, effective October 1, 1976

AF Form 141, Leave and Earnings Statement, effective April 1, 1980

**Navy and Marines**

DD 113, Individual Pay Record, effective January 1, 1957

DD 113-2C, Individual Pay Record, effective May 1, 1957

DD 1624, Leave and Earnings Statement, effective October 27, 1967

DD 1624-1C, Leave and Earnings Statement, effective August 1, 1978

Coast Guard

None

Public Health Service

**PHS-1313-1 (Rev. 6-59)**, Payroll Change Slip (Commissioned Officers)

**PHS-1313-2 (4-59)**, Payroll Change Slip (Commissioned Officers)

**OS-410 (6-64)**, Payroll Change Slip (Commissioned Officers)

**OS-410 (Rev. 12/67; Rev. 12/75)**, **Commissioned** Officers' Statement of Earnings (DHEW)

**PHS-6155 (9/79)**, Statement of Earnings and Deductions

National Oceanic and  
Atmospheric Administration

Coast and Geodetic Survey Form **34-14 (7/60)**, Statement of Earnings and Leave

**NSSA Form 34-14 (1965)**, Statement of Earnings and Leave

**NOAA Form 34-14 (10/4/70)**, Statement of Earnings and Leave

ESTIMATED EARNINGS DURING MILITARY SERVICE (For Civil Service Retirement purposes)	INSTRUCTIONS: Attach DD 214 or equivalent and any available records of pay or promotions. If you do not have a DD 214 or equivalent, get SF 180 from your personnel office and have your service verified before forwarding this form to the pay center. The pay center cannot provide estimated earnings unless verification of service is attached.
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To

Employee Name (Last, First, Middle)	
Other Names Used	
Social Security Number	Date of Birth
All Military Service Numbers	

Public Law 97-253, as amended, and regulations of the Office of Personnel Management require the uniformed • services to provide estimated basic pay earned by Federal employees for military • service after December 31, 1956, for the purpose of making • deposit to the Civil Service Retirement and Disability Fund for retirement credit. Please provide the estimated basic pay earned by the above named employee.

Signature of requester			Relationship to employee <input type="checkbox"/> Employee is requester <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Survivor			Date	
To be completed by requester based on DD 214 or equivalent certification Active Military Service After December 31, 1956			To be Completed by Military Service				
			Estimated Earnings (Basic Pay)				
Branch	From (Mo,Da,Yr) 1	To (Mo,Da,Yr)	Fran (Mo,Da,Yr) 2	To (Mo,Da,Yr)	Earnings	Type of Discharge	
					\$		
					\$		
					\$		
					\$		
					\$		
1 If period of service began before and ended after December 31, 1956, enter date service actually began.			2 Do not provide estimated earnings for any period of service prior to January 1, 1957.				
			Inclusive dates of any lost time				
			<input type="checkbox"/> None				
			<input type="checkbox"/> As follows		From (Mo,Da,Yr)	To (Mo,Da,Yr)	From (Mo,Da,Yr)
							To (Mo,Da,Yr)
Signature of Authorized Official Furnishing Estimate				Date (Month, Day, Year)		Telephone Number (including area code)	
Typed Name of Authorized Official				Title of Authorized Official			

Requester's Name and Address


Return  
Completed  
Form To

Facsimile form to be  
used by agencies Until  
the uniformed services  
designs their own form.

Send the Request for Earnings During Military Service to the appropriate address shown below:

Army

Commander  
U.S. Army Finance and Accounting Center  
Department 88  
Indianapolis, Indiana 46249

Navy

Commander Officer  
Navy Finance Center  
ATTN: 43C  
Anthony J. Celebrezze Federal Building  
Cleveland, Ohio 44199

Air Force

Commander  
Air Force Accounting and Finance Center/AJC  
Denver, Colorado 80279

Marine Corps

Commanding Officer  
Marine Corps Finance Center (Code SD2R)  
Kansas City, Missouri 64197

Coast Guard

Commanding Officer  
Settlement and Records  
U.S. Coast Guard  
Military Retired Pay Center  
444 South East Quincy St.  
Topeka, Kansas 66683

Public Health  
Service

Director  
Commission Personnel Operations Division  
U.S. Public Health Service  
Parklawn Building, Room 4-35  
5600 Fishers Lane  
Rockville, Maryland 20857

National Oceanic  
and Atmospheric  
Administration

Department of Commerce  
NOAA  
Rockville, Maryland 20852

## PROCEDURE FOR **THE** COMPUTATION OF MILITARY DEPOSIT INTEREST

Public law **97-253** provided for an interest-free grace period (which was extended by Public law **98-94**), after which interest is accrued and compounded annually. The grace period and the interest calculation will vary depending on whether or not an individual was first employed under Civil Service Retirement System (**CSRS**) before October 1, 1983.

### **PRE-OCTOBER 1, 1983, EMPLOYEES**

For employees who were first employed under **CSRS** before October 1, 1983, the interest-free grace period ended on September 30, 1985. Since interest is accrued and compounded on an annual basis, the first calculation of interest for these employees will be made on the interest accrual date (**IAD**) of October 1, 1986, and will be based on the unpaid balance as of the close of business on September 30, 1986. For each following year, the interest calculation will be performed on October 1 and will be based on the unpaid balance as of September 30. Interest is not charged on a calendar year basis, thus, two different rates generally are needed for an interest computation. The interest rate to be used in the October 1, 1986, interest calculation is **11.594%**, which is the composite of two calendar year interest rates (**13%** for 10/1/85-12/31/85 and **11.125%** for 1/1/86-9/30/86). Note that no interest is payable on account balances which are paid in full before the **IAD**.

### **POST-SEPTEMBER 30, 1983, EMPLOYEES**

For **employees**, who were first employed under the **CSRS** after September 30, 1983, the **IAD** is the third anniversary date of the individual's first employment subject to **CSRS**. This is due to provisions of the **CSRS** law which provide for a two year interest-free grace period and the requirement that interest be accrued and compounded only annually. For example, the **IAD** for an individual first employed under the **CSRS** on October 16, 1983, is October 16, 1986. If such an individual has a balance due in his or her military deposit account as of the close of business on October 15, 1986, interest would be posted to the Military Deposit Worksheet on October 16, 1986, for the period running from October 16, 1985, through October 15, 1986, and annually, thereafter.

Since the **IAD** and, thus, the composite interest rate to be applied for deposit accounts of these individuals will vary, a table has been developed of composite interest rates for each **IAD** that falls in calendar year **1986**. The chart will be updated yearly. (The chart begins with October **1, 1986**, because it is the first **IAD** and applies to all **pre-October 1, 1983**, employees). Note that the rate shown for each **IAD** is that which is to be applied to the unpaid balances of accounts as of the close of business on the previous day. Also, note that no interest is payable on account balances which are paid in full before the **IAD**. This chart and the accompanying computation instructions may also be used by personnel offices to determine the total amount of a deposit (principal plus interest) that an employee owes if he or she decides to make a deposit after their grace period has elapsed.

The following formula is used to determine the amount of interest due on military deposits:

$$\text{Interest} = \text{unpaid Balance} \times \text{Composite Rate}$$

The composite rate is determined from the "Composite Rate Table." To use the Table, the individual's Interest Accrual Date (**IAD**) -must **first** be computed:

Individuals CSRS who were employed under o r e 10/1/83 - The IAD is 10/1/86.

Individuals first empl0/1/1 under CSRS on or after 83 - The IAD is the third anniversary of the individual's first employment date.

Locate the composite rate in the table which corresponds to the **IAD**. Multiplying the composite interest rate times the unpaid balance as of the close of business on the day before the **IAD** will provide the amount of interest the individual should be charged.

#### SAMPLE CALCULATIONS

In all three of the examples which follow, the employee has four years of **post-1956** military service and a **\$500.00** unpaid balance as of the close of business on the day before the **IAD**.

<u>Initial Date under CSRS</u>	<u>IAD</u>	<u>Interest Payment</u>
Employee #1	10/1/86	\$57.97 <u>1/</u>
Employee #2	10/16/86	\$57.61 <u>2/</u>
Employee #3	12/5/86	\$56.33 <u>3/</u>

1/ Interest 10/1/85 - 9/30/86 = \$500.00 x .11594 = \$57.97

2/ Interest 10/16/85 - 10/15/86 = \$500.00 x .11521 = \$57.61

3/ Interest 12/5/85 - 12/4/86 = \$500.00 x .11266 = \$56.33

U.S. CIVIL SERVICE RETIREMENT SYSTEM  
COMPOSITE INTEREST RATES FOR MILITARY SERVICE CREDIT DEPOSITS  
FOR INTEREST ACCRUAL DATES OCCURRING IN CALENDAR YEAR 1986

Day of Month	October 1986	November 1986	December 1986	January 1987 *	Day of Month
1	0.11594	0.11438	0.11281	0.11125	1
2	0.11594	0.11432	0.11281		2
3	0.11589	0.11427	0.11276		3
4	0.11583	0.11422	0.11271		4
5	0.11578	0.11417	0.11266		5
6	0.11573	0.11411	0.11260		6
7	0.11568	0.11406	0.11255		7
8	0.11563	0.11401	0.11250		8
9	0.11557	0.11396	0.11245		9
10	0.11547	0.11385	0.11240		10
11	0.11542	0.11380	0.11234		11
12	0.11536	0.11375	0.11229		12
13	0.11531	0.11370	0.11224		13
14	0.11521	0.11208	0.11219		14
15	0.11521	0.11208	0.11214		15
16	0.11516	0.11359			16
17	0.11510	0.11354	0.11203		17
18	0.11505	0.11349	0.11198		18
19	0.11500	0.11344	0.11193		19
20	0.11495	0.11339	0.11188		20
21	0.11490	0.11333	0.11182		21
22	0.11484	0.11328	0.11177		22
23	0.11479	0.11323	0.11172		23
24	0.11474	0.11318	0.11167		24
25	0.11469	0.11313	0.11161		25
26	0.11464	0.11307	0.11156		26
27	0.11458	0.11302	0.11151		27
28	0.11453	0.11297	0.11146		28
29	0.11448	0.11292	0.11141		29
30	0.11443	0.11286	0.11135		30
31	0.11443	0.11130			31
m-m					
Day of Month	October 1986	November 1986	December 1986	January 1987 *	Day of Month
				m-m	m-L-I

\* An entry is necessary for the IAD 1/1/87 to provide the composite rate for interest computations covering the period running from 1/1/86 through 12/31/86 (i.e. when last day of grace period was 12/31/85).





DOT 2730.4

8-7-86

U.S. Department of  
Transportation  
Office of the Secretary  
of TransportationAttachment II-7  
Page II-29AUTHORIZATION FOR PAYROLL DEDUCTION, REVISION OR CANCELLATION FOR  
POST-1956 MILITARY SERVICE DEPOSIT ACCOUNTS

COMPLETE BLOCKS 1 THRU 5 AND BLOCK 8 FOR ALL REQUESTS PRINT IN INK OR TYPE

1. DATE

2. SOC. SEC. NO.

3. NAME (LAST) (FIRST) (INITIAL) (MUST BE SAME AS SHOWN ON PAYROLL)

4. ADMINISTRATION

DIVISION/DUTY LOCATION/PHONE NO.

5. PLEASE CHECK APPROPRIATE BOX:

- A. ☐ NEW AUTHORIZATION  
 B. ☐ REVISE AUTHORIZATION  
 C. ☐ CANCEL DEPOSIT ACCOUNT(S)  
 D. ☐ CHANGE PAYMENT METHOD TO FULL  
 (CANCEL BIWEEKLY PAYROLL  
 DEDUCTION)  
 E. ☐ CHANGE PAYMENT METHOD TO INSTALL-  
 MENT (CANCEL BIWEEKLY PAYROLL  
 DEDUCTION)

- F. ☐ CHANGE PAYMENT METHOD FROM IN-  
 STALLMENT TO BIWEEKLY PAYROLL  
 DEDUCTION (PROVIDED NO PAYMENTS  
 HAVE BEEN MADE)  
 G. ☐ CHANGE PAYMENT METHOD FROM  
 FULL TO BIWEEKLY PAYROLL  
 DEDUCTION  
 H. ☐ CHANGE PAYMENT METHOD FROM  
 FULL TO INSTALLMENT

IF BLOCK 5A, 5B, 5F OR 5G CHECKED COMPLETE BLOCK 6

IF BLOCK 5C, 5D, 5E, 5F, 5G OR 5H CHECKED COMPLETE BLOCK 7

6. AMOUNT TO BE DEDUCTED EACH PAY PERIOD AND APPLIED TO SERVICE PERIODS IN SERVICE  
PREFERENCE NUMBER ORDER. (MINIMUM AMOUNT \$25.00)

\$ \_\_\_\_\_

7. LIST SERVICE PREFERENCE NUMBER(S) FOR ACCOUNT(S) TO BE CANCELLED OR PAYMENT METHOD  
CHANGED. IF REQUESTING CANCELLATION OR PAYMENT METHOD CHANGE FOR ALL ACCOUNTS, ENTER  
'ALL' IN 7.(1).

## SERVICE PREFERENCE NUMBER(S)

(1) _____	(4) _____	(7) _____	(10) _____	(13) _____
(2) _____	(5) _____	(8) _____	(11) _____	(14) _____
(3) _____	(6) _____	(9) _____	(12) _____	(15) _____

8. AUTHORIZATION: I HEREBY AUTHORIZE THE ABOVE DEDUCTION FROM MY PAY WITH THE UNDER-  
STANDING THAT THE AMOUNT WILL BE CREDITED TO MY POST-1956 MILITARY SERVICE DEPOSIT AC-  
COUNT. THIS AUTHORIZATION IS TO REMAIN IN EFFECT UNTIL I SUBMIT ANOTHER DOT Form 2730.1  
AUTHORIZING A REVISION OF THIS DEDUCTION OR CANCELLATION OF SPECIFIED ACCOUNTS, OR MY  
POST-1956 MILITARY SERVICE DEPOSIT ACCOUNT IS PAID IN FULL.

EFFECTIVE ON FIRST PAYROLL PERIOD AFTER

SIGNATURE

\_\_\_\_\_, 19 \_\_\_\_

(MUST BE SAME AS SHOWN ON PAYROLL)

## PRIVACY ACT STATEMENT

The Omnibus Budget Reconciliation Act of 1982, Public Law 97-253 permits the collection of this information. The information on this form is con-  
fidential and is used by your payroll office to authorize payroll deductions from your salary for post-1956 military service deposits for credit to your  
retirement account with the Office of Personnel Management.

Executive Order 9397 authorizes collection of your social security number (SSN) as identification of your payroll record.

The furnishing of the SSN, along with other data requested, is voluntary. However, failure to furnish any of the requested information may result in  
errors or noncompliance to your request for a payroll deduction.

DOT F 2730.1 (3/86)

Payroll Office Cow

Accounting Office Addresses  
(FOR REMITTING MILITARY SERVICE DEPOSIT PAYMENTS)

<u>Administration</u>	<u>Address</u>
1. Employees of the Office Of Secretary	U.S. Department of Transportation Office of the Secretary Accounting Operations Division Room 2228 400 7th Street, S.W. Washington, D.C. 20590
2. Civilian Employees of the United States Coast Guard	U.S. Department of Transportation Federal Aviation Administration Mike <b>Monroney</b> Aeronautical Center General Accounting Branch, <b>AAC-23A</b> <b>P.O. Box 25082</b> Oklahoma City, Oklahoma <b>73125</b>
3. Employees of the Federal Aviation Administration	
(a) Aeronautical Center Eastern Region New England Region Western-Pacific Region Northwest Mountain Region Alaskan Region	U.S. Department of Transportation Federal Aviation Administration Mike <b>Monroney</b> Aeronautical Center General Accounting Branch, <b>AAC-23A</b> <b>P.O. Box 25082</b> Oklahoma City, Oklahoma <b>73125</b>
(b) Central Region Great Lakes Region	U.S. Department of Transportation Federal Aviation Administration Central Region Headquarters Accounting Control & Payroll Branch, <b>ACE-27A</b> <b>601 East 12th Street</b> Federal Building Kansas City, Missouri <b>64106</b>

**(c)** Southern Region

U.S. Department of Transportation  
Federal Aviation Administration  
Southern Region Headquarters  
Accounting Operations Branch,  
**ASO-22**  
**P.O. Box 20636**  
Atlanta, Georgia **30320**

**(d)** Washington Headquarters

U.S. Department of Transportation  
Federal Aviation Administration  
National Headquarters  
Accounting Operations Division,  
**AAA-200**  
**800 Independence Avenue, S.W.**  
Washington, **D.C. 20591**

**(e)** Technical Center

U.S. Department of Transportation  
Federal Aviation Administration  
Technical Center  
Accounting Branch, **ACT-32**  
Atlantic City Airport, New Jersey  
**08045**

**(f)** Metropolitan Washington  
Airports

U.S. Department of Transportation  
Federal Aviation Administration  
Metropolitan Washington Airports  
Accounting Operations Branch,  
**AMA-16**  
Hangar 9  
Washington, **D.C. 20001**

**(g)** Southwest Region

U.S. Department of Transportation  
Federal Aviation Administration  
Southwest Region Headquarters  
Accounting Branch, **ASW-42**  
**P.O. Box 1689**  
Fort Worth, Texas **76101**

4. Employees of the Federal  
Highway Administration

**U.S.** Department of Transportation  
Federal Highway Administration  
Finance Division  
Room **4308**  
**400 7th Street, S.W.**  
Washington, **D.C. 20590**

5. Employees of the Federal Railroad Administration  
U.S. Department of Transportation  
Federal **Railroad** Administration  
Accounting Operations Division  
Room **8211**  
**400 7th Street, S.W.**  
Washington, **D.C. 20590**
6. Employees of the National Highway Traffic Safety Administration  
U.S. Department of Transportation  
National Highway Traffic Safety Administration  
Office of Financial **Management**  
Room **6134 NAD-60**  
**400 7th Street, S.W.**  
Washington, **D.C. 20590**
7. Employees of the Urban Mass Transportation Administration  
U.S. Department of Transportation  
Urban Mass Transportation Administration  
Accounting Division  
Room **9422**  
**400 7th Street, S.W.**  
Washington, **D.C. 20590**
8. Employees of the St. Lawrence Seaway **Development** Corporation  
U.S. Department of Transportation  
St. Lawrence Seaway Development Corporation  
Office of Finance  
**P.O. Box 520**  
**Massena, New York 13662**
9. **Employees** of the Maritime Administration  
U.S. Department of Transportation  
Maritime Administration  
Office of Accounting, Room **7318**  
**400 7th Street, S.W.**  
Washington, **D.C. 20590**
10. **Employees** of the Research & Special Programs Administration  
U.S. Department of Transportation  
Office of the Secretary  
Accounting Operations Division  
Room **2228**  
**400 7th Street, S.W.**  
Washington, **D.C. 20590**
11. Employees of the Transportation Systems Center  
U.S. Department of Transportation  
Transportation Systems Center  
Accounting Branch  
Room **4-246**  
Kendall Square  
Cambridge, Massachusetts **02142**

**INFORMATION FOR THE SURVIVING SPOUSE OF A DECEASED EMPLOYEE  
ABOUT SERVICE CREDIT DEPOSITS FOR POST-1956 MILITARY SERVICE**

Your decision about completing the deposit may affect your rights under the Civil Service Retirement System (CSRS), and you need to be aware of the following information before you make your decision.

**A IF THE DECEASED EMPLOYEE WAS FIRST EMPLOYED UNDER THE CIVIL SERVICE RETIREMENT SYSTEM BEFORE OCTOBER 1, 1982:**

1 **Post-1956** military service cannot be used in the computation of your civil service survivor annuity during any period in which you are also eligible (or would upon application be eligible) for social security survivor benefits based in whole or in part on that military service unless a deposit is made for that service.

2 Eligibility for Social Security. A surviving spouse of a deceased employee may be eligible for social security survivor benefits if the employee was "**fully insured**" and the surviving spouse is (a) the parent of an eligible child, (b) age **50** or over and disabled, or (c) age **60** or over. For information about your present or future eligibility for social security survivor benefits, contact the Social Security Administration.

**B IF THE DECEASED EMPLOYEE WAS FIRST EMPLOYED UNDER THE CIVIL SERVICE RETIREMENT SYSTEM ON OR AFTER OCTOBER 1, 1982, no credit is allowed for post-1956 military service unless a deposit is made for the service.**

**C FACTORS THAT MAY AFFECT CREDITABILITY OF MILITARY SERVICE REGARDLESS OF WHEN THE DECEASED WAS FIRST EMPLOYED:**

1. **Guaranteed minimum provisions.** If you are eligible for a civil service survivor annuity based on the **guaranteed** minimum provisions of the law, it is possible that the exclusion of credit for **post-1956** military service will have no effect on the amount of your annuity. (See items 4 and 5 in part A of the "Surviving Spouse's Military Service Deposit Election," OPM Form 1519). If you need more information about how you may be affected, contact your **spouse's** employing office.

2 **Effect of Receipt of Military Retired or Retainer Pay** If the deceased employee was receiving military **retired** or retainer pay at the time of death, no credit can be given for any military service (including **pre-1957** service) in the computation of the civil service survivor annuity unless the retired pay was (1) awarded because of a **service-**connected disability incurred either in combat with an enemy of the United States or caused by an instrumentality of war and incurred in the line of duty during a period of war, or (2) awarded under the reserve retiree provisions (chapter 67, title 10, U.S. Code).

**D. OTHER INFORMATION ABOUT DEPOSIT FOR MILITARY SERVICE:**

1 The amount of the deposit is 7 percent of military basic pay (plus interest, if any).

2 If the deposit is made, the **post-1956** military service will be credited under both the civil service and the social security systems, if it is otherwise creditable.

E. IF YOU ARE THE **SURVIVOR** OF A REEMPLOYED **ANNUITANT**:

1 If your deceased spouse had less than 5 years of service as a reemployed **annuitant** at the time of death, you are not eligible to make a deposit for the military service.

2 If your deceased spouse had 5 or more years of service as a reemployed **annuitant** and you elect a recomputation of the annuity under the law in effect at the time of death, you may make a deposit for **post-1956** military service. However, if you elect a recomputation of the annuity, a deposit must also be made to cover any of your **spouse's** service as a reemployed **annuitant** for which no retirement deductions were made. Before you make your deposit, ask your spouse's employing office for information about how a recomputation will affect your annuity.

F. IF YOU ELECT TO PAY THE DEPOSIT:

1 If you do not have sufficient documentation of military basic pay earnings for the employing agency to determine the amount due, the agency will tell you how to obtain an estimate of earnings from the branch of military service in which your spouse served.

- 2 **Payment** should be made to the employing agency as soon as possible. The agency will not delay processing of your application for death benefits while you are waiting to receive an estimate of military earnings from the military service. If you have not made the deposit before the agency sends the application to the **CSRS**, your election to make the deposit will be forwarded with your application.

3 In order to credit your deposit, the **CSRS** must receive documentation of your payment from the agency before your application is finally adjudicated. Therefore, **CSRS** will begin preliminary processing of your application, but will delay final adjudication for **90** days after the date of the employee's death unless the agency provides the documentation of payment earlier.

4 If you elect to pay the deposit, but later decide not to do so, promptly notify the employing agency and the **CSRS** in writing so that final adjudication of your application for survivor benefits can take place.

# GUARANTEED MINIMUM ANNUITY COMPUTATION

Projection of Service to Age 60 Versus 40% of Average Salary

(This chart is intended as an aid in determining the basis for a disability annuity computation. In making the actual computation, use the instructions in FPM Supplement 831-1, Subchapter S14.)

Except as explained below, the amount of a disability annuity is based on:

GUARANTEED MINIMUM: the lesser of--  
 the of--ter <sup>1</sup> ACTUAL SERVICE  
 40% of average salary  
 service projected to age 60

EXCEPTION: A disability annuitant who is receiving military retired or retainer pay or Veterans Administration pension or compensation in lieu of military retired or retainer pay is generally not eligible for the guaranteed minimum computation.

Years of Service	Number of years before employee reaches age 60																	
	0*	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17 or more
5	7.5 %	9.25%	11.00%	Percent of average salary (applies only if average salary is \$5,000 or more)														
6	9.25	11.00	12.75	14.50	16.25	18.25	20.25	22.25	24.25	26.25	28.25	30.25	32.25	34.25	36.25	38.25		
7	11.00	12.75	14.50	16.25	18.25	20.25	22.25	24.25	26.25	28.25	30.25	32.25	34.25	36.25	38.25			
8	12.75	14.50	16.25	18.25	20.25	22.25	24.25	26.25	28.25	30.25	32.25	34.25	36.25	38.25				
9	14.50	16.25	18.25	20.25	22.25	24.25	26.25	28.25	30.25	32.25	34.25	36.25	38.25					
10	16.25	18.25	20.25	22.25	24.25	26.25	28.25	30.25	32.25	34.25	36.25	38.25						
11	18.25	20.25	22.25	24.25	26.25	28.25	30.25	32.25	34.25	36.25	38.25							
12	20.25	22.25	24.25	26.25	28.25	30.25	32.25	34.25	36.25	38.25								
13	22.25	24.25	26.25	28.25	30.25	32.25	34.25	36.25	38.25									
14	24.25	26.25	28.25	30.25	32.25	34.25	36.25	38.25										
15	26.25	28.25	30.25	32.25	34.25	36.25	38.25											
16	28.25	30.25	32.25	34.25	36.25	38.25												
17	30.25	32.25	34.25	36.25	38.25													
18	32.25	34.25	36.25	38.25														
19	34.25	36.25	38.25															
20	36.25	38.25																
21	38.25																	
22 or over		Earned Annuity (over 40% of average salary)																

\*Because an employee at age 60 or more gains no extra credit in "projection to age 60", the guaranteed minimum formula produces an annuity equal to the actual earned annuity.

SURVIVING SPOUSE'S MILITARY SERVICE DEPOSIT ELECTION

(Use only for surviving spouses of employees who die in service after September 30, 1983.)

PART A. --To be completed by employing agency

1. Employee's name		2. Date of birth	3. Social Security No.	
4. Does surviving spouse appear eligible for an annuity based on guaranteed minimum? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, annuity will be based on actual service				
5. If item 4 is "yes," would loss of credit for post-1956 military service reduce the amount of the annuity? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
6. Was a deposit account opened for the employee? <input checked="" type="checkbox"/> Yes--Give information requested below <input type="checkbox"/> No				
Period of Military Service		Amount due	Amount paid	Balance due
From	To	(with interest)	by employee	
7. Agency records indicate that the above named deceased employee had post-1956 military service for which deposit has not been made or has not been completed. Records also show that the employee was first employed under the Civil Service Retirement System: <input checked="" type="checkbox"/> before October 1, 1982. <input type="checkbox"/> on or after October 1, 1982.				
8. Agency personnel office address to which form should be returned:			9. Election must be received by (date):	

PART B. --To be completed by surviving spouse

Our records indicate you are eligible for a civil service survivor annuity. You have the right to **make** a deposit to obtain full and continuing credit for your spouse's **post-1956** military service. Your decision about making this deposit may affect your rights under the Civil Service Retirement System. Read the attached "Information for Surviving Spouse" carefully to be sure you understand the consequences of not making the deposit for military service. Then make your election below, sign and date the form, and return 2 copies to the employing office shown in item 8 above. FAILURE TO COMPLETE THIS FORM MAY DELAY PROCESSING OF YOUR APPLICATION FOR SURVIVOR ANNUITY.

SURVIVOR ELECTION

I have read this information concerning my right to make a lump sum deposit to my spouse's employing agency for **post-1956** military service.

☒ I elect to make (or complete) the deposit to the employing agency for the military service. I understand that this deposit must be paid to the agency in a lump sum. (Note: An election to make or complete the deposit may be changed at any time before the deposit is actually paid to the agency.)

☐ I elect not to make (or complete) the deposit for military service. I understand this decision is irrevocable.

Signature

Date



**APPLICATION FOR DEATH BENEFITS**  
CIVIL SERVICE RETIREMENT SYSTEM

**IMPORTANT:** TO secure all possible benefits and to avoid delay: 1. Read carefully the "Information for the Applicant" on the reverse of this sheet; 2. Complete application in full; 3. If answer to any question is "no" or "none," so state; 4. Type or print in ink.

**A. PERSONAL INFORMATION CONCERNING THE DECEASED**

1. FULL NAME OF THE DECEASED (Last) (First) (Middle) MR. MRS. MISS			2. DATE OF BIRTH (Month) (Day) (Year)	3. DATE OF DEATH (Month) (Day) (Year)
4. DOMICILE (Legal residence at time of death—City and State)	6. GIVE NAME OF EACH SPOUSE (Include all former marriages)		7. HOW WAS MARRIAGE TERMINATED? (Check one in each case)	8. DATE MARRIAGE WAS TERMINATED
			<input type="checkbox"/> DEATH <input type="checkbox"/> DIVORCE	
5. HOW MANY TIMES WAS DECEASED MARRIED?			<input type="checkbox"/> DEATH <input type="checkbox"/> DIVORCE	
			<input type="checkbox"/> DEATH <input type="checkbox"/> DIVORCE	

**B. INFORMATION CONCERNING CIVILIAN AND MILITARY SERVICE OF THE DECEASED**

1. DEPARTMENT OR AGENCY IN WHICH LAST EMPLOYED, INCLUDING BUREAU OR DIVISION		2. LOCATION OF LAST EMPLOYMENT (City and State)		3. DATE OF FINAL SEPARATION (Month) (Day) (Year)	
4. WAS DECEASED RETIRED AND RECEIVING CIVIL SERVICE ANNUITY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	5. IF RETIRED, GIVE CLAIM NUMBER, IF KNOWN CSA--	6. DID DECEASED HAVE A SOCIAL SECURITY NUMBER? <input type="checkbox"/> YES <input type="checkbox"/> NO		7. IF ANSWER TO ITEM 6 IS "YES," GIVE DECEASED'S SOCIAL SECURITY ACCOUNT NUMBER	
8. IF DECEASED HAD RENDERED ACTIVE DUTY, WHICH TERMINATED UNDER HONORABLE CONDITIONS, IN ANY OF THE FOLLOWING SERVICES, COMPLETE THE SCHEDULE BELOW TO THE BEST OF YOUR ABILITY. IF AVAILABLE, ATTACH A COPY OF THE DISCHARGE CERTIFICATE. (a) ARMY, NAVY, MARINE CORPS, AIR FORCE, OR COAST GUARD OF THE UNITED STATES; OR (b) REGULAR CORPS OR RESERVE CORPS OF THE PUBLIC HEALTH SERVICE AFTER JUNE 30, 1960; OR (c) AS A COMMISSIONED OFFICER OF THE COAST AND GEODETIC SURVEY AFTER JUNE 30, 1961; OR (d) AS A COMMISSIONED OFFICER IN THE ENVIRONMENTAL SCIENCE SERVICES ADMINISTRATION.					
BRANCH OF SERVICE	SERIAL No.	DATE OF ENTRANCE ON ACTIVE DUTY	DATE OF SEPARATION FROM ACTIVE DUTY	LAST GRADE OR RANK	ORGANIZATION AT DISCHARGE (Div., Regiment, Co., etc.)

**C. INFORMATION CONCERNING THE APPLICANT**

1. YOUR NAME (Last) (First) (Middle) MR. MRS. MISS			2. YOUR RELATIONSHIP TO THE DECEASED		3. YOUR DATE OF BIRTH (Month) (Day) (Year)				
4. ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA? (Place an "X" in proper box) <input type="checkbox"/> YES <input type="checkbox"/> NO			5. IF ANSWER TO ITEM 4 IS "NO," OF WHAT COUNTRY ARE YOU A CITIZEN?						
<i>Fill in items 6 through 16 if you are the widow or widower of the deceased.</i>									
6. DATE OF MARRIAGE (Month) (Day) (Year)		7. PLACE OF MARRIAGE (City and State)		8. MARRIAGE WAS PERFORMED BY <input type="checkbox"/> CLERGYMAN OR JUSTICE OF THE PEACE <input type="checkbox"/> OTHER (Specify)		9. WERE YOU LIVING WITH DECEASED AT TIME OF DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO			
10. WERE YOU EVER DIVORCED FROM DECEASED? <input type="checkbox"/> YES <input type="checkbox"/> NO		12. GIVE NAME OF EACH SPOUSE (Include all former marriages)		13. HOW WAS MARRIAGE TERMINATED? (Check one in each case)		14. DATE MARRIAGE WAS TERMINATED		15. DO YOU HAVE A SOCIAL SECURITY ACCOUNT NUMBER?	
				<input type="checkbox"/> DEATH <input type="checkbox"/> DIVORCE					
11. HOW MANY TIMES WERE YOU MARRIED?				<input type="checkbox"/> DEATH <input type="checkbox"/> DIVORCE					
				<input type="checkbox"/> DEATH <input type="checkbox"/> DIVORCE					
<i>Items 17, 18, and 19, apply only if you are the widower (husband) of the deceased.</i>									
17. ARE YOU INCAPABLE OF SELF-SUPPORT BECAUSE OF DISABILITY? <input type="checkbox"/> YES <input type="checkbox"/> NO		18. DID YOU RECEIVE MORE THAN ONE-HALF YOUR SUPPORT FROM THE DECEASED? <input type="checkbox"/> YES <input type="checkbox"/> NO		19. IF YOUR ANSWERS TO BOTH ITEMS 17 AND 18 ARE "YES," AND IF THE DECEASED DIED WHILE STILL EMPLOYED AFTER AT LEAST 18 MONTHS' CIVILIAN SERVICE, ATTACH A SEPARATE SHEET GIVING FULL PARTICULARS ABOUT YOUR DISABILITY AND THE EXTENT OF SUPPORT FROM THE DECEASED AND A SUMMARY OF YOUR INCOME FROM ALL SOURCES.					

**D. INFORMATION CONCERNING THE ESTATE OF THE DECEASED**

1. IF AN EXECUTOR OR ADMINISTRATOR HAS BEEN APPOINTED BY THE COURT TO SETTLE THE ESTATE OF THE DECEASED, GIVE NAME AND ADDRESS OF THE EXECUTOR OR ADMINISTRATOR.		2. IF AN EXECUTOR OR ADMINISTRATOR HAS NOT BEEN APPOINTED, WILL ONE BE APPOINTED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME		ADDRESS	

(CONTINUE ON OTHER SIDE)

### E. INFORMATION CONCERNING DEPENDENT CHILDREN OF THE DECEASED

<b>1. LIST BELOW ALL SURVIVING UNMARRIED CHILDREN OF THE DECEASED WHO WERE UNDER AGE 18 AT THE TIME OF HIS (OR HER) DEATH. INCLUDE LEGALLY ADOPTED CHILDREN, STEPCHILDREN, AND ILLEGITIMATE CHILDREN, AND INDICATE AFTER THEIR NAMES THAT THEY ARE ADOPTED, ILLEGITIMATE, OR STEPCHILDREN. INCLUDE ALSO ANY UNMARRIED CHILD BETWEEN AGE 18 AND 22 WHO IS A FULL-TIME STUDENT IN A RECOGNIZED EDUCATIONAL INSTITUTION, WRITE THE WORD "STUDENT" AFTER EACH SUCH CHILD'S NAME. (A STUDENT WHOSE LAST BIRTHDAY FALLS DURING A SCHOOL YEAR (SEPTEMBER 1 THROUGH JUNE 30) IS DEEMED NOT TO ATTAIN AGE 22 UNTIL THE FOLLOWING JULY 1. HOWEVER, IF YOU LIST SUCH A CHILD, BE SURE TO SHOW HIS ACTUAL DATE OF BIRTH.) INCLUDE ALSO ANY UNMARRIED CHILD OVER 18 WHO BECAME DISABLED BEFORE AGE 18 AND WHO, BECAUSE OF THE DISABILITY, IS INCAPABLE OF SELF-SUPPORT, WRITE THE WORD "DISABLED" AFTER SUCH CHILD'S NAME AND ATTACH A SEPARATE SHEET GIVING FULL PARTICULARS ABOUT THE DISABILITY.</b>			
FULL NAME OF CHILD	DATE OF BIRTH (Month) (Day) (Year)	DID CHILD RECEIVE MORE THAN ONE-HALF HIS SUPPORT FROM DECEASED?	NAME AND ADDRESS OF PERSON WHO NOW HAS THE CHILD AND HIS (OR HER) RELATIONSHIP TO THE CHILD
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>2. IF ANY STEPCHILD OR ILLEGITIMATE CHILD LISTED ABOVE WAS NOT LIVING WITH THE DECEASED AT THE TIME OF HIS (OR HER) DEATH, GIVE NAME OF CHILD AND EXPLAIN BRIEFLY WHY THEY WERE LIVING APART.</b>		<b>3. IS THERE AN UNBORN CHILD OF THE DECEASED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>4. IF A GUARDIAN HAS BEEN APPOINTED BY THE COURT FOR ANY OF THE CHILDREN LISTED ABOVE, GIVE GUARDIAN'S NAME AND ADDRESS.</b>		<b>5. IF A GUARDIAN HAS NOT BEEN APPOINTED, WILL ONE BE APPOINTED?</b> c   YES c   NO	
NAME	ADDRESS		

### F. INFORMATION CONCERNING NON-DEPENDENT CHILDREN AND OTHER RELATIVES OF THE DECEASED

<b>1. LIST BELOW THE NAME, AGE, ETC., OF THE DECEASED'S WIDOW OR WIDOWER.</b>			
<b>2. IF NO WIDOW OR WIDOWER SURVIVES, LIST ALL CHILDREN OF THE DECEASED NOT NAMED IN ITEM E, AND THE DESCENDANTS OF ANY DECEASED CHILD OR CHILDREN.</b>			
<b>3. IF THERE ARE NO CHILDREN OR DESCENDANTS OF DECEASED CHILDREN, LIST THE DECEASED'S PARENTS (IF LIVING), BROTHERS, AND SISTERS, AND DESCENDANTS OF ANY DECEASED BROTHERS AND SISTERS. (INDICATE WHETHER THE BROTHERS AND SISTERS ARE OF WHOLE OR HALF BLOOD WHEN BOTH DEGREES OF KINSHIP ARE INVOLVED.)</b>			
<b>4. IF THERE ARE NO SURVIVORS WITHIN THE DEGREES INDICATED IN 1, 2, AND 3, LIST THE HEIRS WHO CAN INHERIT FROM THE DECEASED.</b>			
NAME	AGE	RELATIONSHIP TO DECEASED	ADDRESS

### G. CERTIFICATION

<b>WARNING.-Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001.)</b>  <b>NOTICE</b> Forward application to the Bureau of Retirement, Insurance, and Occupational Health, United States Civil Service Commission, Washington, D.C. 20415.	<b>I hereby certify that all statements made in this application are true to the best of my knowledge, information, and belief, and that no evidence necessary to a settlement of this claim is suppressed or withheld.</b>	
	SIGNATURE OF APPLICANT	DATE
	NUMBER AND STREET	PHONE NUMBER, INCLUDING AREA CODE
	CITY, STATE, AND ZIP CODE	

### INFORMATION FOR THE APPLICANT

<b>EVIDENCE REQUIRED</b>  There must be submitted with this application a certified copy of the public record showing the death of the employee or annuitant. Failure to submit such death certificate will delay settlement of claim.  Any other necessary evidence not of record in the United States Civil Service Commission will be requested after receipt of this application.	<b>IF ASSISTANCE IS NEEDED</b>  If you need assistance in completing this application, contact the personnel office of the department or agency in which the deceased was employed, the nearest regional office of the United States Civil Service Commission, or the Bureau of Retirement, Insurance, and Occupational Health, United States Civil Service Commission, Washington, D.C. 20415.  <b>FINAL DETERMINATIONS</b>  Upon receipt of this application, the United States Civil Service Commission will determine what benefits, if any, are payable, the amount of such benefits, and to whom they are payable. The Commission will inform the applicant of the final determination.
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Civil Service **Retirement System**  
**CERTIFIED SUMMARY OF FEDERAL SERVICE**

**Office of Personnel Management**  
**FPM Supplement 831-1**

**INFORMATION FOR AGENCY**

1. A certified copy of this form must accompany employee's Application for Immediate Retirement (SF 2801) or an Application for Death Benefits (SF 2800) for a deceased employee if a survivor annuity appears to be payable.
2. This form may also be used:
  - for retirement counseling purposes
  - to respond to an employee's request for a record of creditable service
3. See FPM Supplement 831-1 for detailed instructions for completion and disposition of this form.

**INSTRUCTIONS FOR EMPLOYEE**

1. Your employing office will complete and certify this form for you.
2. Review the form carefully. Be sure it contains all of your service.
3. Complete Section E, Employee's Certification, and return it to your employing office.

**SECTION A-IDENTIFICATION**

1. Name of Employee ( <i>Last, first, middle initial</i> )	3. Date of Birth ( <i>Mo., by, Year</i> )	4. Social Security Number
2. List All Other Names Used ( <i>Maiden name, AKA, spelling variants</i> )	5. Other Birth Dates Used	
	6. Military Serial Number	
	7. Service Computation Date for Retirement Purposes	

**SECTION B-VERIFIED SERVICE HISTORY DOCUMENTED IN OFFICIAL PERSONNEL RECORDS**

Federal Agency or Military Service Branch	Appointment, Separation, or Conversion Dates for Civilian and Active Honorable Military Service		Name of Retirement System*	Remarks and Non-Creditable Time
	from	To		
				<p>"I have read the information about the effect of not making a deposit for my post-1956 military service and I do NOT want to make the deposit. I understand that I can't change my decision after I retire."</p> <p>_____ Employee's Signature and Date</p>

\*Give details of creditable civilian service not subject to retirement deductions in Section C.

SECTION C-DETAIL OF CIVILIAN SERVICE NOT SUBJECT TO CONTRIBUTORY RETIREMENT SYSTEM FOR CIVILIAN  
FEDERALEMEMPLOYEES

## THIS INFORMATION IS REQUIRED TO COMPUTE THE PORTION OF ANNUITY BASED ON SUCH SERVICE

Detail below (1) any period of Federal civilian service subject to "FICA" deductions, and (2) any other Federal civilian service not subject to a Federal employee (or D.C. Gov't) retirement system. If total basic salary earned for any such period of service is known, a summary entry may be entered on the righthand side below. Otherwise, show each change affecting basic salary during the period of service.

Nature of Action (Appt., pro., res., etc.)	Effective Date (MO., my, Year)	Basic Salary Rate	Salary Basis (Per annum, per hour, WAE, etc.)	Leave Without Pay	If Basic Salary Actually Earned is Available Make Summary Entry Below		
					From (MO., Day, Year)	To (MO., my, Year)	Total Earned

## SECTION D-AGENCY CERTIFICATION

I certify that the information on this form accurately reflects verified information contained in official personnel and/or payroll records in the custody of this agency and that if retiring, the retiring employee has sufficient service to support title to an immediate annuity.

Signature of Authorized Agency Personnel Official

Agency Name and Address, Including Zip Code, and Telephone Number,  
Including Area Code

Official Title

Date

## SECTION E: EMPLOYEE'S CERTIFICATION

☐ The Above Service is Complete.☐ I have Additional Service. (If you claim additional service, attach signed statement giving dates, position, title and location of employment, including agency, bureau and division. Claimed service cannot be credited for retirement until it has been verified, including unverified service listed on a SF 144, Statement of Prior Federal Civilian and Military Service, or similar affidavit.)

Note: If you have performed Federal civilian service subject to social security deductions (FICA) or not subject to retirement deductions, be sure that your agency has correctly completed Section C. above.)

Signature (Do not print)

Date

**CHAPTER III**  
**ACCOUNTING OFFICE PROCEDURES**

**1. Verification of OPM Form 1514.**

- a. Upon receipt of the completed **OPM Form 1514** forwarded from the personnel office, the accounting office will immediately check to ensure that **all** forms have been received. A verification will be made to ensure that the assigned submitting office number on the form is the next sequential number expected. If the number is not in sequence, the form should be processed. However, the missing form(s) must be obtained from the personnel office. To prevent the likelihood of receiving a form that has been prepared or altered by the employee, the accounting office should not accept the form from the employee.
- b. The accounting office will prepare a file copy (photocopy) of the **OPM Form 1514** for those to be paid by a one-time full lump sum payment (Code **F**) or monthly installment (Code **I**). After coming, the original **OPM Form 1514** is to be forwarded to the servicing payroll office.

**- 2. Recording of Payment.**

- a. When a military service deposit payment is received, the accounting office will record the payment on DOT Form **2770.2**, Record of Cash Receipts or other prescribed agency forms. The service period (service preference number) that the payment is to be applied to should be annotated on the DOT Form **2770.2**. (See sample **copy** of DOT Form **2770.2** at Attachment **III-1**.) In the instance where an employee has multiple service periods, normally the entire payment is applied against one service period. However, if a portion of the payment completes the deposit for one service period, then the remaining portion of the payment will be applied to the next service period.

Example: The employee elects to make payment for two periods of service with a monthly installment payment of \$100.

<b>OPM Form 1514 No. 01</b>	<b>1st Period of Service \$</b>	<b>75.00</b>
<b>OPM Form 1514 No. 02</b>	<b>2nd Period of Service</b>	<b><u>\$1,000.00</u></b>

Total      **\$1,075.00**

The amount to be applied to each of the service periods would be annotated on the DOT **2770.2** as follows:

Apply **\$75.00** to service preference **01**  
Apply **\$25.00** to service preference **02**

- b. The accounting office will deposit the amount paid using SF **215**, Deposit Ticket, (See Attachment **III-2**) and post the amount to the **69X6875** deposit fund suspense account. The payment should also be recorded on the file copy of the **OPM** Form **1514** for audit purposes.
  - c. Photocopies of the DOT Form **2770.2** (or other prescribed form) and the check or money order should be made and both copies forwarded to the servicing payroll office for input to CUPS.
  - d. Even though employee inquiries about their accounts will be addressed **by** the payroll offices, the accounting offices have access to the on-line query function in CUPS to verify the status of deposit accounts.
3. **Deposit Fund Suspense Account Clearance** Once the installment and lump sum payments have been processed in CUPS the deposit fund suspense account will be cleared. For those Departmental elements that are serviced by the Federal Aviation Administration's Uniform Accounting System (**UAS**) the suspense account will be cleared automatically via an interface between CUPS and **UAS**. For those administrations that are not serviced by the **UAS**, the accounting office must manually clear the deposit fund suspense account. The CUPS generated **SYS-CTL-Report 057**, Report of Suspense Account Deposits, is the documentation which lists the military service deposits payments (lump sum and installment only) that have been processed in CUPS and will serve as the basis for clearing the suspense account. (A sample **copy** of a **SYS-CTL-Report 057** is in Attachment **III-3**.)

Attachment III-1  
Page III-3

STANDARD FORM 215 (REV. 5-78) PRESCRIBED BY DEPT. OF TREASURY IFORM 5-3000		DEPOSIT TICKET		DEPARTMENT OF THE TREASURY BUREAU OF GOVERNMENT FINANCIAL OPERATIONS	
DEPOSIT NUMBER (1)	DATE PRESENTED OR MAILED TO BANK (2) M M D D Y Y	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC) (3)	AMOUNT (4)		
69-0701 956834	1 1-18-85	6 9-03-0003	1 643.83		
(6) AGENCY USE 69X8675 (01)					
(9) DEPOSITORS TITLE, DEPARTMENT OR AGENCY AND ADDRESS U.S. DEPARTMENT OF TRANSPORTATION ACCOUNTING OPERATIONS 400 7th STREET S.W., ROOM 2227 WASHINGTON, D.C. 20590			(7) NAME AND ADDRESS OF DEPOSITARY RIGGS NATIONAL BANK, L'ENFANT  THIS COPY CANNOT BE CONFIRMED		
DEPOSITOR RETAIN THIS COPY FOR INTERNAL USE. DO NOT SUBMIT THIS COPY TO DEPOSITARY.			AGENCY COPY		



SYS-CIL:057

REPORT OF SUSPENSE ACCOUNT DEPOSITS  
DEPARTMENT OF TRANSPORTATION

PAY PERIOD 01 ENDING 86-01-04    CONTAINS PRIVACY DATA P.L. 93-579, PRIVACY ACT) RIS    AA    XXXX-XX

REG	BLK	SOC.	SEC.NO.	EMPNAME	AMOUNT	CDE	PY	EXPLANATION	VOUCHER-NO	VOUCHER-AMT
OS	6A				1,179.71-	X		RET DEPOSIT PAYMENT		
		SPNO	01	TYPE M DATE 851007 PRIN	1179.71	INT	.00			
OS	6A				166.46-	X		RET DEPOSIT PAYMENT		
		SPNO	01	TYPE M DATE 851105 PRIN	166.46	INT	.00			
OS	6A				265.16-	X		RET DEPOSIT PAYMENT		
		SPNO	01	TYPE M DATE 851000 PRIN	165.14	INT	.00			
OS	6A				169.40-	X		RET DEPOSIT PAYMENT		
		SPNO	01	TYPE N DATE 851101 PRIN	169.40	INT	.00			
				TOTAL DEDUCTION	1,780.13-					

DOT 2730. 4  
8-7-86

Attachment III-3  
Page III-5



**CHAPTER IV**  
**PAYROLL OFFICE PROCEDURES**

**1. Entry of OPM Form 1514 into CUPS.**

- a. **Lump Sum and Installment Election** Upon receipt of the OPM Form 1514 forwarded from the accounting office, the payroll office will input the 1514 data (Items 1 thru 12) into CUPS to establish the employee's military service deposit account, called the 1514 tracking record, within CUPS.
- b. **Biweekly Payroll Deduction Election.** Before entering the 1514 data for those accounts to be paid by payroll deduction into CUPS, the payroll office must check that DOT Form 2730.1, Authorization for Payroll Deduction, Revision or Cancellation for Post-1956 Military Service Deposit Accounts, has been received from the personnel office. (See sample copy of a DOT Form 2730.1 at Attachment II-7.) The 1514 data will be input to CUPS based on the effective date cited on DOT Form 2730.1. The entry of the 1514 data will automatically trigger the biweekly deduction from the employee's salary. The deductions will be cancelled automatically when the deposit is paid in full.

**2. Entry of Payments and Deposit Account Cancellations into CUPS.** The payroll office will input the payment data into CUPS from the DOT Form 2770.2 received from the accounting offices. Also, the payroll office will input cancellations based on the receipt of DOT Form 2730.1 from the personnel office.

**3. Deposit Account Inquiries.** All inquiries regarding the deposit accounts maintained by CUPS will be handled by the payroll offices. Because the data input into CUPS must pass stringent edit/update processes, there will be instances where the data will be rejected and must be corrected. All transactions will be reflected in the system, however, so that the payroll office will be able to answer questions on the status of all transactions.



## CHAPTER V

### CUPS PROCESSING PROCEDURES

1. **General.** The military service deposit accounts for Department employees are maintained on an automated basis in CUPS. CUPS is operated by the Federal Aviation Administration in Oklahoma City, Oklahoma. The major processes performed by CUPS regarding military service deposits are: establishment of the account; recording of cash payments and payroll deductions; recording of interest; and generation of required internal and external reports. The internal reports generated are (1) statements which notify the employees of their account balance and interest accrual prior to being posted to the account, and (2) accounting reports to post the clearance of the suspense account amount in the accounting records. The external reports consist of reports to (1) transmit the deposits to OPM, and (2) transmit the retirement records to OPM when the employee separates from the Department. The retirement records control and retirement reports distribution are performed by the Uniform Payroll System Operations Branch (AAC-25) located in Oklahoma City, Oklahoma.
2. **Establishment of 1514 Tracking Record and** .  
Once the payroll offices have entered the 1514 data into CUPS, the system establishes the 1514 tracking record which contains all pertinent data such as the employee name, social security number, date of birth, total deposit due amount, interest accrual date, etc. Biweekly the system updates the 1514 records with all payments or payroll deductions. For those employee accounts that have multiple service periods (multiple 1514 tracking records), the system will automatically apply the payroll deduction to each service period in order of the service preference number.

Example: The employee elects to make a deposit for two service periods with a biweekly payroll deduction of \$100.

1514 tracking record 01 1st period of service \$ 90.00  
1514 tracking record 02 2nd period of service \$1,000.00

The system will post the \$100.00 deduction as follows:

Post \$90 to the 1514 record for the 1st service preference.

Post \$10 to the 1514 record for the 2nd service preference.

3. **Interest Accrual Process** In the biweekly update process the system will compute and post the interest accrual to the **1514** tracking record. The interest is computed and recorded annually as of the anniversary of the employee's interest accrual date (**IAD**) which can vary by employee. Individuals first employed in a position subject to the **CSRS BEFORE** October **1, 1983**, the **IAD** for these individuals is always October **1**. The first **IAD** for these persons is October **1, 1986**. Individuals first employed in a position subject to **CSRS** on or **AFTER** October **1, 1983**, the **IAD** for these individuals is the third anniversary date of the individual's first employment subject to **CSRS**. The computation is based on the account balance as of the close of business on the day before the **IAD** and is computed each year until the account is closed. However, to allow sufficient time for processing, and to avoid possible errors in the computation of interest, employees are encouraged to make payment five working days in advance of the **IAD**. The payment receipt date is critical in determining the outstanding balance for computing interest. Employees should be made aware that for installment and lump sum payments, the payment receipt date recognized by the system is the receipt date recorded on the DOT Form **2770.2**. For biweekly deductions, the payment receipt date is the payroll paid date.
4. **Update of the Military Service Deposit Record** CUPS maintains an individual retirement record for-military service **deposit** for the employee in addition to the regular civil service retirement deductions records, as required by **OPM**. In the biweekly update process, the employees military service deposit retirement records are updated with all payment or payroll deductions, interest or other adjustments made to the account.
5. **Deposit Account & Retirement Record Closing.** The **1514** tracking and retirement records are closed **in** CUPS when the employee retires, the employee transfers out of the Department, or other types of separations occur. When the collection is completed, the account is held in the CUPS files until the employee separates from the Department.
6. **Refunds.** Any monies paid in will not be refunded by the Department. The Department is not authorized to refund any payments properly accepted for deposits. Only **OPM** has this authority. If an employee fails to complete the deposit for a full period of service, the amount paid will be refunded by **OPM** when the employee retires or separates and is otherwise

eligible for a refund of **all** contributions. The only exception is when an individual pays more than the amount due, the Department can then refund the amount of overpayment to the individual.

7. **CUPS Reports.** The biweekly process automatically generates standard forms and reports that are distributed to the employee, personnel, payroll and accounting offices, Uniform Payroll System Operations Management Branch (**AAC-25**) and the Office of Personnel Management.
  - a. **Employee's Report** The CUPS generates the Statement of **Earnings** and Leave, FAA Form **2730-67**, which shows the military service deposit current balance owed by the employee (computed beginning deposit balance + total interest accrued - total payments = current balance due). Also for the two pay periods before the employee's interest accrual date, the following message is printed on the FAA Form **2730-67** to alert the employee that interest will soon be added to the account.  
"Notice regarding your **post-1956** military service deposit account. Interest is to be posted to your account as of **MM-DD-YY**. You may avoid the interest charge **by** paying the balance due on your account before the above **date**." This is the only notice that the employee will receive before interest is posted to the account. If the employee needs more detailed information about his or her account balance, such as total or individual payments made, interest accrued, etc., the employee must contact his or her servicing payroll office to obtain the information. See Attachment V-1 for a list of the servicing payroll offices.
  - b. **Deposit Remittance to OPM.** CUPS generates SF **2812**, Report of Withholdings and Contributions, to transmit the military service deposit amount collected to **OPM**. The SF **2812** is sent to **OPM** by the Uniform Payroll Systems Operations Branch (**AAC-25**).
  - c. **Reports for Completed Deposits or Employee Separations** . When the conditions for closing an account are met, i.e., the employee is separated, **CUPS** will generate the following reports: SF **2806**, Individual Retirement Record for Military Service Deposit; SF **2807**, Register of Separations and Transfers for Military Service Deposits; **OPM** Form **1514**, Military Service Deposit Worksheet

- (1) Non-Payment of Deposit from Annual Leave Lump Sum Payment. The SF 2806 and SF 2807 are also produced for regular civil service retirement deposits when the employee retires, dies or transfers to another Department. Because CUPS automatically closes and generates the retirement records to be transmitted to OPM, the employees should be informed that their annual leave lump sum payment cannot be used to pay off any outstanding military service deposit account balances.
  - (2) Report Distribution by the Payroll Offices The payroll office sends a copy of the OPM Form 1514 to the personnel office to be placed on the right side of the employee's Official Personnel Folder, to the employee or survivor in case of the **employee's** death, and to the payroll office files.
  - (3) Report Distribution by the Uniform Payroll System Operations Management Branch (UPSOM). The UPSOM Office (AAC-25) sends to OPM a copy of each:  
SF 2803, Application to Make Deposit or Redeposit;  
SF 2806, Individual Retirement Record (both for military service deposit and regular civil service); SF 2807, Register of Separations and Transfers (both for military service deposits and regular civil service); and OPM Form 1514, Military Deposit Worksheet.
- d. Accounting Suspense Transactions Reports. CUPS generates (1) the **SYS-CTL-057, Report of Suspense Account Deposits**, which is used by the Operating Administrations not serviced by the Federal Aviation **Administration's UAS** to manually reverse the suspense account, and (2) transactions to automatically reverse the suspense account in **UAS**.
- e. A n n u a l @ CUPS generates the OPM Form 1526, Annual Summary of Retirement Fund Transactions, at calendar year-end. The OPM Form 1526 is controlled and distributed by **AAC-25**.



LIST OF **SERVICING** PAYROLL OFFICES

<u>Operating Administration</u>	<u>Payroll Office</u>
(1) Civilian employees of the united States Coast Guard	Federal Aviation Administration Mike <b>Monroney</b> Aeronautical Center, ( <b>AAC-24B</b> ) <b>P.O. Box 25735</b> Oklahoma City, Oklahoma <b>73125</b>
(2) Employees of the Transportation Systems Center	Federal Aviation Administration Mike <b>Monroney</b> Aeronautical Center, ( <b>AAC-24B</b> ) <b>P.O. Box 25735</b> Oklahoma City, Oklahoma <b>73125</b>
(3) Employees of Federal Aviation Administration	
(a) Headquarters	Federal Aviation <b>Administration</b> Southern Region ( <b>ASO-26B</b> ) <b>P.O. Box 45689</b> Atlanta, Georgia 30320
(b) Washington Metro- politan Airports	Federal Aviation Administration Southern Region ( <b>ASO-26B</b> ) <b>P.O. Box 45659</b> Atlanta, Georgia 30320
(c) Federal Aviation Administration Technical Center	Federal Aviation Administration Southern Region ( <b>ASO-26A</b> ) <b>P.O. Box 45629</b> Atlanta, Georgia 30320
(d) Central and Great Lakes Regions	Federal Aviation Administration Central Region ( <b>ACE-27B</b> ) <b>601 E. 12th Street</b> Kansas City, Missouri <b>64106</b>

(e) Southwest Region

Federal Aviation  
Administration  
Southern Region (ASO-26B)  
P.O. Box 45599  
Atlanta, Georgia 30320

(f) Southern Region

Federal Aviation  
Administration  
Southern Region (ASO-26A)  
P.O. Box 45569  
Atlanta, Georgia 30320

(g) Alaska Region

Federal Aviation  
Administration  
Mike Monroney Aeronautical  
Center, (AAC-24C)  
P.O. Box 26510  
Oklahoma City, Oklahoma  
73126

(h) Mike Monroney  
Aeronautical  
Center

Federal Aviation  
Administration  
Mike Monroney Aeronautical  
Center (AAC-24A)  
P.O. Box 25082  
Oklahoma City, Oklahoma  
73125

(i) Eastern and New  
England Regions

Federal Aviation  
Administration  
Mike Monroney Aeronautical  
Center, (AAC-24C)  
P.O. Box 26240  
Oklahoma City, Oklahoma  
73126

(j) Northwest Mountain  
and Western-Pacific  
Regions

Federal Aviation  
Administration  
Mike Monroney Aeronautical  
Center, (AAC-24D)  
P.O. Box 26230  
Oklahoma City, Oklahoma  
73126

(4) Employees of the:  
Off ice of the Secretary  
Federal **Highway**  
Administration  
Federal Railroad  
Administration  
National Highway Traffic  
Safety Administration  
Urban Mass Transportation  
Administration  
Research and Special  
Programs Administration  
(except Transportation  
Systems Center)  
Office of Inspector  
General  
Maritime Administration

Federal Aviation  
Administration  
DOT Payroll Branch  
**(ASO-24)**  
**P.O. Box 20929**  
Atlanta, Georgia **30320**





